

# Hong Kong Baptist University General Education Office

## Students-as-Partners Scheme

### Guidelines

#### 1. Background and Objectives

- 1.1 The “Students-as-Partners” (SaP) Scheme is a key initiative of the General Education (GE) Programme to realise the University’s commitment to delivering best student experience through innovative pedagogies.
- 1.2 Within the GE Programme, the SaP Scheme seeks to achieve the following objectives:
  - i. To nurture students’ academic success through partnership experiences;
  - ii. To develop students’ research experience through partnership with their teachers;
  - iii. To engage students in the development of teaching materials and strategies;
  - iv. To empower students to support and co-deliver technology-enhanced classes and activities; and
  - v. To encourage student-driven initiatives and peer support among students.
- 1.3 The guiding principles of the SaP Scheme are as follows:
  - i. Only **current HKBU undergraduate students** enrolled in UGC-funded programmes are eligible to serve as student partners;
  - ii. Student partners can deepen their academic understanding and develop research skills through partnership experiences;
  - iii. Student partners are expected to actively contribute to the innovative pedagogical practices, such as authentic assessment, solution-based learning, and the flipped classroom model, in GE courses as partners, rather than as student helpers;
  - iv. The impact of the Scheme should be sustainable and should align with one or more of the objectives stated above.
- 1.4 To facilitate the incorporation of SaP initiatives in GE courses, GEO will provide financial support to faculty members starting from AY2025/26.

#### 2. Eligibility

- 2.1 HKBU academic and teaching staff who deliver **Level 1 to Level 3 GE courses or workshops** are eligible to apply for the subsidies.

#### 3. Use of Subsidies

- 3.1 The maximum allowable subsidies are **HKD20,000** per course per academic year.
- 3.2 The funding will support expenses **DIRECTLY related** to the SaP initiatives in GE courses, including but not limited to the following:
  - i. compensation for the student partners;
  - ii. procurement of teaching and learning resources related to the SaP initiatives;
  - iii. development or establishment of an online platform, resource hub, or app in support of the SaP initiatives;

- iv. **Expenditure incurred for academic and research experience of student partners (e.g., academic conference registration fees)**
  - v. expenditure incurred for measuring and documenting the impact of the SaP initiatives.
- 3.3 For the payroll to the student partners (local and non-local students), the Budget Controller has to complete and submit the *Summary and Time Record Sheet for Student/Temporary Helper Employment* and *MPF Enrollment Form* to FO. The forms can be downloaded on the [Students and Staff Services Platform \(SSSP\)](#).
- 3.4 The course instructor should:
- i. keep the expenditure within the approved budget;
  - ii. account for all the project expenditures with original receipts and/or payment vouchers, which have to be submitted to the Finance Office for payment/reimbursement.
- 3.5 In case of unplanned expenditures, please consult the GE Office (GEO) before making any purchases.
- 3.6 If a course is delivered by two or more instructors, the application for subsidies should be jointly submitted by all instructors involved and endorsed by all the Academy/Department/Office Heads concerned.
- 3.7 Requests exceeding the maximum amount will be considered on a case-by-case basis.

#### 4. Release of Subsidies

- 4.1 The subsidies will be released after the course is confirmed to be offered, following the deadline for course cancellation in the respective semester.
- 4.2 The policies and guidelines set out by the University must be followed when using the subsidies:
- i. Finance Office: [Financial Policies and Procedures](#)
  - ii. Human Resources Office: [Policies and Procedures](#)
- 4.3 For reimbursement, departments have to submit the requests via i-Expense Module with original receipts or proper supporting documents **at least two weeks before the account closing date** to ensure timely settlement. The details of the Oracle i-Expense Module can be found [here](#).
- 4.4 GEO reserves the right to recover any subsidies which has been improperly spent.
- 4.5 All allocated subsidies must be used within the project period. Any unspent balance after the project period will be clawed back by GEO.

#### 5. Reporting and Future Development

- 5.1 For reporting to the donor or overseeing parties, GEO will:
- i. request course instructors to submit a report and provide photos and/or videos taken during the course activities supported by the student partners;
  - ii. request departments to provide information on the use of subsidies, including details

- of expenditure items and account balance;
  - iii. visit classes and participate in activities to take photos and/or videos as supporting evidence;
  - iv. collect feedback from the student partners, other students, community partners, or other stakeholders through questionnaires, interviews, and other means;
  - v. invite course instructors and/or student partners to showcase course deliverables and/or share their experiences in implementing the SaP initiative with the University community or the public.
- 5.2 A certificate will be presented by GEO to each student partner as recognition after the completion of the project.