Local Arts Administration Scholarships 2018
Application Guidelines

1. Introduction
Organised by the Hong Kong Arts Development Council (hereinafter “HKADC”) and with the funding support from Home Affairs Bureau, the Local Arts Administration Scholarships (hereinafter “Scholarships”) are intended to promote professional development of local arts administrators and build on their knowledge, skills and network by providing funding to enable them to pursue further studies in the local higher education institutions.

2. Scope and Content
The Scholarships support local arts administrators possessing related work experience, who wish to advance their professional practice by undertaking a Master’s degree or professional programme in arts administration\(^1\) or business administration related professional programme\(^1\) offered by a local higher education institution. The programme to be undertaken must commence within the period from 1 April 2018 to 31 March 2019.

Applicants should submit their applications to HKADC and the higher education institutions respectively for application of scholarships and programme admission. The selected applicant(s) will need to fulfill all admission procedures of their chosen institution and be offered places subsequently.

The Scholarships cover 70% of the programme tuition fees with the maximum amount of HK$80,000. Around six scholarships will be available this year. However, HKADC reserves the right to make the final decision on the choice of the selected applicants and the right not to award any scholarship to the applications received.

3. Eligibility
- Applicants must be permanent resident of Hong Kong;
- Applicants must have at least 2 years of paid work experience as an arts administrator by the application deadline;
- The intended study programme must commence within the period from 1 April 2018 to 31 March 2019;

\(^1\) Professional programmes must be one-year or longer in duration
• Applicants must be currently employed and recommended by the arts organisation you are currently working with (if applicants are freelance arts administrators, please provide the letter of recommendation by the current or recent partnering organisation); and
• Preference will be given to applicants who possess professional knowledge and work experience in the arts.

4. Selection Criteria
HKADC or the assessment panel appointed by it will evaluate the applications based on the following criteria:
• commitment and vision of the applicant to the local arts development;
• applicant's work experience and qualifications; and
• benefits of the proposed study programme to the applicant’s professional development.

5. Application Procedure
Every application must comprise **TWO sets** of the documents below (except the letter of recommendation):
• a completed Application Form;
• a detailed statement on the following (no more than 500 words):
  (i) why this is the right time for you to pursue further studies?
  (ii) why do you wish to apply for the study programme you chosen and how it will help you achieve your long term aspirations? and
  (iii) what do you envision your future role in the local arts sector?
• supporting materials of your academic and professional qualification or achievement i.e. copies of your academic transcripts, graduation certificates, and professional certificates;
• information of the chosen study programme;
• letter of recommendation from the arts organisation you are currently working with or the current/ recent partnering organisation (for freelance arts administrators); and
• copy of official documentation to show your Hong Kong Permanent Resident status.

Applications must be submitted and deposited in the collection box at HKADC, 10/F, 1063 King’s Road, Quarry Bay, Hong Kong **by 6:00pm on 31 January 2018 (Wednesday)** the latest. Please mark “Local Arts Administration Scholarships 2018” on the envelope. Applications submitted by post must be postmarked on or before the above mentioned deadline. HKADC will not accept applications sent by fax or email. Please note the HKADC will not process the application and its related documents with insufficient postage and pay for the relevant postage. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the deadline.

**No late applications will be considered.**
6. Undertaking
The selected applicant(s) must present an admission confirmation for the intended programme. Under normal circumstances, the applicant(s) should submit the said document at least one month before the intended study programme commences. Should the selected applicant(s) fail to provide the said confirmation issued by the relevant higher education institution by then, HKADC will withdraw the Scholarship(s) and offer to reserved candidate(s).

Upon presentation of the admission confirmation, the selected applicant(s) will be required to sign an agreement with HKADC stipulating that he/she will undertake to complete the study programme and comply with all terms and requirements stipulated by the chosen institution.

Payments of the Scholarships will be made to selected applicant(s) by HKADC in 3 instalments as follows:
1st Instalment (50%) submission of the admission confirmation, and the duly-signed agreement
2nd Instalment (30%) submission of interim report
3rd Instalment (20%) submission of final report

The selected applicant(s) will also undertake to take part in any sharing/promotional programme that HKADC may organise in future, and participate in any monitoring and evaluation requested by HKADC throughout the duration of the study programme.

7. Treatment of Personal Data
According to Paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers ("the Code"), the HKADC may collect the ID card number of the applicant to verify the applicant's identity and to identify applications related to the applicant.

Personal data contained in the application documents are used by HKADC to facilitate the processing and assessment of applications. Failure to provide such data may affect the assessment and result of the application.

If there is any amendment to the personal data on the application documents, the applicant must inform HKADC in writing to ensure that the personal data held by the HKADC is correct at all times. To help promote arts development and transparency, the HKADC may publish information concerning successful applications in its annual report, website, newsletter and other publicity materials; the HKADC may also use such information for its own research or policy development purposes. The applicant must agree to allow the HKADC to publish and use such information. If the applicant does not wish to receive any publicity material from the HKADC or related organisations, please notify the HKADC in writing.

To facilitate the process of assessment, the applicant must allow the HKADC to reveal personal data contained in the application/ duplicate audio/ video recordings of past performances/
activities submitted by the applicant to Council Members, Arts Advisors, Examiners/Assessors, the Home Affairs Bureau, other Government departments, and external consultants.

The HKADC will not release information that would harm the applicant's personal or business activities. HKADC reserves the right to subcontract processing of any personal data to a data processor consistent with the applicable provisions of the Personal Data Privacy Ordinance.

**Inquiry of Personal Data**

According to The Personal Data (Privacy) Ordinance Paragraphs 18 and 22, and point 6 in annex 1 of the Code, the applicant has the right to know if the HKADC holds personal data related to oneself and to the participants of the project, and may obtain a copy of the data from the HKADC and to amend any inaccurate information contained therein. Such requests in writing should be addressed to the Chief Executive, Hong Kong Arts Development Council.

**8. Notes**

- HKADC is not responsible for the application fees incurred when applicants applying for the study programmes.
- Scholarship recipients are normally not allowed to hold concurrently another comparable scholarship on the same proposed study programme. The applicants must declare other scholarships or grants applied/received. If at a later date of the scholarship period scholarship recipients receive other forms of subsidy on the same programme, they must obtain prior written approval from HKADC. HKADC reserves the right to adjust the Scholarships value if such cases happen.
- As application for the Scholarships is expected to be highly competitive, only short-listed applicants will be required to attend an interview in March 2018. HKADC reserves the right to change the interview timetable without further public notice.
- Applicants may consider their applications unsuccessful if they are not notified by end of May 2018.
- For enquiries, please call Ms YEUNG of HKADC at 2820 1025.

Hong Kong Arts Development Council
22 November 2017

The HKADC reserves the right, in its absolute discretion, not to accept any Application submitted. The HKADC also reserves the right to amend and/or to supplement and/or to cancel the current invitation for applications and/or the details of the Scholarship as set out in the Application Guidelines at any time without further notice. The HKADC will not indemnify any losses or expenses that may be incurred by the Applicants in such situations or in responding to the invitation for application.

In case of discrepancy between the Chinese and English versions of this Guidelines, the English version shall prevail.