Overseas Arts Administration Scholarships 2018
Application Guidelines

Introduction
To cater for needs arising from the flourishing development of the arts sector, Hong Kong Arts Development Council (HKADC) offered a series of arts scholarships, placements and exchange programmes at home and abroad to nurture local arts leaders, curators and arts administrators. These help broaden the horizons of participants, provide them with networking opportunities, and enable them to acquire practical knowledge and skills that will form professional foundations for their future sustainable development.

This year, with funding support from the Home Affairs Bureau, HKADC will offer around six Overseas Arts Administration Scholarships to local art administrators to further their studies overseas. Arts practitioners with visionary on local arts development and committed to contribute back to the Hong Kong arts and cultural communities after their studies are welcome to submit their applications.

Intended Courses and Institutions
Applicants are allowed to lay down their choices of three taught master art administration related courses at overseas accredited institutions and required to submit details about their choices of intended courses (e.g. curriculum, course content) along with their applications. For this year’s scholarships scheme, priority will be given to applicants whom are intended to study courses which include areas of art project management, arts policy & administration, curating, marketing & communication, research & analysis, development & entrepreneurship.

It is the Applicants’ responsibilities to secure admissions to the intended courses in their applications. At the time when HKADC offers scholarships, the selected applicants should have secured admission to at least one of their three choices of courses unconditionally.

Scholarship Duration and Value
Each scholarship value is up to HK$450,000 and mainly covers tuition fee, subsistence allowance and a round-trip economy class flight ticket. The scholarship amount is subject to tuition fee and living allowance of the studying country. The tuition fee is meant to meet the tuition fee required by the intended institution for the intended course for the year(s). The subsistence allowance is meant to subsidise the cost of living expenses outside Hong Kong such as accommodation, transportation, books & stationery etc. The round-trip flight ticket (economy class) is meant to support the journey from Hong Kong to the country of study as well as the journey back to Hong Kong after completion of study.
HKADC may, at its own discretion, decide on the amount of the scholarships to be awarded.

Eligibility
- Applicants must be Hong Kong Permanent Resident.
- Applicants must have at least three years of paid work experience in the arts/cultural sector by the application deadline and demonstrate a strong commitment to the sectors.
- The intended study programmes have to be commenced at the period of 1 September 2018 – 31 August 2019.
- Applicants should present their acknowledgement receipt(s) of programme application(s).
- Applicants should complete their applications and submit it along with other required supporting documents by the deadline.
- Applicants must fulfill any other language, health and immigration requirements applicable for study in the selected country. Successful applicants must be responsible for their own insurance, visas and taxes issues.

Selection Criteria
HKADC or the assessment panel appointed by it will evaluate the applications based on the following criteria:
- commitment and aspiration 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.

Application Procedure
Every application must comprise **TWO sets** of the documents below (except letters of reference):
- A completed Application Form
- A detailed Personal Statement including the followings (not more than 300 words):
  - Why do you wish to study overseas and your chosen programme(s) at this particular moment?
  - What were your past experiences in the industries showing your potential leadership and strategic thinking?
- An article about your career aspiration including the followings (not more than 300 words):
  - How will the programme(s) help your career and long term aspirations?
  - How could you contribute to the Hong Kong’s arts and cultural industries in the future after your study?
- Supporting materials of your academic and professional qualification or achievement, i.e. copies of your academic transcripts, graduation certificates and professional certificates;
- Acknowledgement receipt(s) of your application of your study programme(s) and
its/their information, including module descriptions and course outlines;
- Two sealed reference letters: one academic\(^1\) and one professional; and
- Copy of official documentation to show your Hong Kong Permanent Residence 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)**. Please mark “Overseas 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 any 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.**

**Undertaking**

The selected applicant(s) must present an official admission confirmation for the intended programme from the institution upon the selection result released. Should the selected applicant(s) fail to provide the said confirmation issued by the relevant 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.

The length of the scholarship will be explicitly stated in the agreement when the offer is made.

Applicants will be required to devote full-time to complete the selected courses during studying overseas.

The selected applicant(s) must return to Hong Kong after completion of their studies.

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 programme.

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\(^1\) The academic referee should be who taught the applicant and is able to comment on his/her previous academic performance.
**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.

**Notes**

- HKADC is not responsible for the application fees incurred when applicants applying for the study programmes.
- The 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 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 the end of May 2018.
- For enquiries, please call Ms LUI of HKADC at 2820-1090.

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 Scholarships 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.