For office use		
Rec'd date:		
Result:	Approved	Disapproved
Course code:	2024/25-SIC-	

THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING
Innovation Academy

Proposal for Student-initiated course
(to be completed by the hosting team)

A. Course Details				
Title:				
Hosting Team:				
Contact person:				
Contact number:				
Email:				
Date:	From		To	
Time:				
Venue:				
Pre-requisite(s):	⬜ No			
	⬜ Yes Please specify:			
Course size:				
Composition of attendees: (please tick the appropriate)	⬜ Members of Innovation Wing ⬜ Students of HKU Engineering ⬜ Others (Please specify:)	⬜ InnoHub members ⬜ Students of other faculties at HKU		
No. of learning hours:				
Course Description: *(Please provide a short paragraph. We will use it to promote the course.)*				

Learning outcomes:	
Attendance Policy:	Attendees who attend not less than **80%** of the course and complete the coursework as required by the course can claim 1 credit from the "Credit Award Scheme for Out-of-classroom Learning Experiences" of the University (https://tl.hku.hk/out-of-class-credits/).
Evaluation Criteria:	

B. Proposed Course Schedule
(Please insert additional rows, if necessary.)

Session	Date	Instructor(s)	Learning activities / Coursework
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

C. Profile of the Student Instructor(s):

		Name	UID	Major	Contact No.	Email
Student Instructor(s): *Please add extra row if needed.*	1					
	2					
	3					
	4					
	5					

Faculty Advisor	Name:	
	Email:	
	Contact no.:	

D. Budget Proposal
(Please provide a detailed budget proposal for the courses)

Items	Breakdown (HK$)
Total:	

E. Submission checklist	
Items	☐
Poster – preferably with dimensions of 36 inches (width) x 54 inches (height) with resolution of at least 150 dpi (5,400 x 8,100pixels)	☐
A 1-minute highlight video for promoting the course	☐

F. Declaration and Endorsement

- ❑ I understand that I need to apply for credit(s) for Out-of-classroom Learning Experience with HKU Horizons Office directly.
- ❑ I acknowledge that should there be any deviation in the implementation of the proposed course, I shall timely inform the Innovation Academy for endorsement.

	Student Instructor Representative	**Supervisor / Faculty Advisor**
Signature:		
Name:		
Date:		

For office use				
☐	**Approved**			
Rate of support:		%	based on the budget proposal of the application and up to	HK$
Remarks:				
☐	**Disapproved**			
Reason(s):				

Signature _____ **Date:** _____

Head of Innovation Academy
Faculty of Engineering, HKU