

Education Bureau

Enhancement and Start-up Grant Scheme for Self-financing Post-secondary Education

Guidelines on Applications and Management of Projects

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Enhancement and Start-up Grant Scheme for Self-financing Post-secondary Education

Guidelines on Applications and Management of Projects

1. Objective

- 1.1 The Enhancement and Start-up Grant Scheme (the Scheme) aims to support eligible self-financing post-secondary institutions to develop their distinct characters and niche areas and launch quality programmes which will better respond to the community needs. It also helps alleviate the institutions' need to fully recover the set-up costs from tuition fees, thereby relieving the financial burden on students.

2. Nature of Funding

- 2.1 The funding support is allocated to successful applications which are selected on the basis of competitive bids and merits. The Committee on Self-financing Post-secondary Education (CSPE), assisted by its Sub-committee on Support Measures (the Sub-committee) and the CSPE Secretariat, is responsible for advising on the comparative merits of the applications. The CSPE is not obliged to select any applications and applications will not be approved automatically even if the funding available is sufficient to cover all the funding proposals received.
- 2.2 The funding supports non-works projects and the provision of dedicated facilities to support the start-up or enhancement of designated programmes requiring specialised infrastructure and equipment. The applicant will be responsible for the recurrent expenses of the proposed project.
- 2.3 To prevent double benefits, successful applicants could only receive other sources of funding and/or financial support (whether in the form of equity or loan financing, grant or sponsorship, or any in-kind support) from other Government or known funding sources for the elements of the project that are not funded by the Scheme.

3. Eligibility

- 3.1 Independent non-profit-making education institutions providing full-time locally-accredited self-financing local sub-degree or undergraduate (including top-up degree) programmes are eligible to apply for the Scheme.
- 3.2 For the purpose of paragraph 3.1 above, a non-profit-making institution/organisation means –
- (a) it is an approved charitable institution or trust of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance; and

- (b)(i) it is incorporated under the Companies Ordinance and its Memorandum and Articles of Association contain all the standard clauses and articles required for the operation of a post-secondary course in a college/institution; or
- (b)(ii) it is incorporated or established under other ordinances and the Secretary for Education (SED) is satisfied, having regard to its constitution, that it is fit to be considered for the grant under the Scheme.

3.3 For the purpose of paragraph 3.1 above, accredited programmes are those that have successfully undergone accreditation. In the case of programmes offered by self-accrediting institutions, these programmes must have undergone their own internal quality assurance mechanism as applied to their regular publicly-funded programmes. For non-self-accrediting institutions, their post-secondary programmes should be validated by a quality assurance agency recognised by SED, i.e. the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

3.4 For the purpose of paragraph 3.1 above, such institutions include –

- (a) Hong Kong Metropolitan University;
- (b) approved post-secondary colleges under the Post Secondary Colleges Ordinance (Cap. 320); and
- (c) post-secondary institutions registered under the Education Ordinance (Cap. 279).

Publicly-funded institutions and their self-financing arms are not eligible for the Scheme unless they have made concrete plans and commitments for migration to the regulatory regime under Cap. 320, in which case funding for their approved projects will only be disbursed upon their successful registration under Cap. 320.

4. Scope of Projects to be Funded

4.1 The Scheme provides financial support for eligible self-financing post-secondary institutions to **develop new** or **enhance existing** self-financing sub-degree or undergraduate (including top-up degree) programmes that meet market needs but require high start-up costs.

4.2 The scope of the financial support covers the following aspects in the development of these programmes, with a view to enhancing teaching and learning in designated academic areas –

- (a) significant development/enhancement of programme curriculum and pedagogies;
- (b) recruitment/professional development of faculty members and teaching staff;
- (c) procurement/upgrade of market-standard equipment/facilities to meet academic and professional requirements;

- (d) provision of new/improvement to existing discipline-specific campus facilities/infrastructure; and
- (e) other relevant discipline-specific expenditure areas that are in alignment with the objective of the Scheme.

4.3 Proposals for building permanent college premises or refurbishment for general purposes as well as the development of student hostels are not eligible for the Scheme, but should continue to be considered under the Start-up Loan Scheme for Post-secondary Education Providers.

4.4 Proposals for enhancing teaching and learning in general, including student support and career guidance services, industrial attachment projects etc., are not eligible for the Scheme, but should continue to be considered under the Quality Enhancement Support Scheme of the Self-financing Post-secondary Education Fund.

4.5 The accreditation costs of programmes are not covered under the Scheme, but should continue to be supported under the designated support schemes for the Qualifications Framework.

5. Number of Applications

5.1 Each applicant may submit a maximum of **two** programme proposals under each round of application, but there is no limit on the maximum number of approved programme proposals for each institution as long as funding is still available under the Scheme.

5.2 Each programme proposal should be normally made on a **programme/programme area basis**. A proposal may involve a single programme, or programmes in the same programme area that are highly related and their joint provision will generate potential synergy. For example, an application may be made to request funding for one sub-degree and one undergraduate programme in the same programme area that have highly similar requirements in terms of teaching staff/equipment/facilities.

5.3 If an applicant is submitting more than one programme proposal in an application round, the order of priority of the proposals should be duly indicated.

6. Amount of Grant and Project Period

6.1 In general, each proposal is subject to a total funding cap of **\$42 million** for a designated project period to be specified by the applicant of up to **four years**, which may include a preparation period of up to **three years** before the launch of the first cohort of the programme(s) concerned. For the avoidance of doubt, the designated project period must include the delivery of the first year of the first cohort of new programme(s) concerned, regardless of its length.

- 6.2 Notwithstanding paragraph 6.1 above, funding beyond the cap may be granted for successful proposals costing more than \$42 million on a **case-by-case basis**, subject to the actual utilisation of funds under the Scheme and the merits of such proposals as assessed and advised by the CSPE/Sub-committee.
- 6.3 Successful proposals may receive full or partial funding. For instance, a partial grant may be recommended if inappropriate or extravagant items are budgeted in the project proposal.
- 6.4 The funding granted for a successful proposal under the Scheme may not be able to finance the full costs of the relevant programme(s). The applicant should **undertake to bear any uncovered costs** of the relevant programme(s) within and after the approved project period.
- 6.5 To ensure that the funding under the Scheme will be used to support manpower training to meet the market needs in a continuous manner, the applicant should commit to operating the relevant programme(s) under a proposal consecutively and admit students to the programme(s) for at least a number of cohorts that **doubles the years of the designated project period** (i.e. the **committed admission period**), i.e. if a programme proposal is approved with a three-year designated project period, the institution should at least admit students in six consecutive cohorts.
- 6.6 The CSPE/Sub-committee may deliberate on the number of proposals that may be approved in each round of applications. There is no target or cap regarding the number of proposals that the Scheme may fund.

7. Application Procedures

- 7.1 Applications under the Scheme are by invitation on an annual basis or at intervals determined by the CSPE/Sub-committee. When a new round of applications is launched, the Secretariat shall invite eligible institutions to submit applications.
- 7.2 Applications should be made using the Scheme's prescribed application form. The soft copy of the application form can be downloaded from the Concourse for Self-financing Post-secondary Education website (Concourse, <http://www.cspe.edu.hk>).
- 7.3 All sections of the application form must be completed and the applicant should, where necessary, provide supplementary information. The application form must be typed or printed. The applicant may be asked to provide additional information as considered appropriate by the CSPE/Sub-committee/Secretariat. A list of sample supporting documents is included in the application form for reference.
- 7.4 Only one application form should be submitted for each programme proposal. Each and every proposal will be processed individually. No revision to the application form, in particular the project budget, will be allowed after submission unless exceptionally justified.

- 7.5 Completed application forms in the following format should be sent by hand to the Secretariat –
- (a) one original and 6 copies of the duly completed application form;
 - (b) one set of copies of the applicant's relevant registration document (e.g. school/post-secondary college/company registration);
 - (c) proof of registration as a non-profit-making organisation under Section 88 of the Inland Revenue Ordinance (Cap. 112); and
 - (d) supplementary information in support of the application, if any.

The soft copy of the duly completed application form, together with the supporting documents, should also be submitted to the Secretariat through email at esgs@edb.gov.hk in parallel.

8. Assessment of Projects

- 8.1 The CSPE/Sub-committee will examine and assess the proposals under the Scheme and make recommendations for funding approval by the SED.
- 8.2 The Secretariat will conduct preliminary screening of all proposals and seek clarification or supplementary information from the applicant, if necessary.
- 8.3 To facilitate the assessment work of the CSPE/Sub-committee, the applicant may be required to present their proposals for the CSPE/Sub-committee's consideration.

9. Assessment Criteria

- 9.1 The following assessment criteria will be used to assess the merits of programme proposals submitted under the Scheme –
- (a) Market Needs
 - whether the proposed project is able to nurture talent for a specific industry that has been identified with a strong human resources need/gap that has not been filled;
 - whether the proposed project has distinct strengths and uniqueness as compared with the similar existing programmes in the post-secondary education sector;
 - whether the targeted student enrolment of the proposed project is able to train a significant number of students with reference to the manpower requirements of the industry;
 - whether the proposed project is able to equip students with the relevant practical skills that are in demand by the industry at present and in the future;

- whether the proposed project involves collaboration with industry partners to increase its relevance and recognition;

(b) Strategic Positioning

- whether the proposed project is in line with the applicant's strategic positioning and niche areas in the self-financing post-secondary education sector and its strategic and academic development plan, including any comments made by the CSPE;
- whether the proposed project is able to benefit the development of the applicant and the self-financing post-secondary education sector in general;
- whether the benefits of the proposed project can be sustained in the long run;

(c) Viability and Deliverables

- whether the proposed project is both technically and financially viable, and its schedule of implementation is well-planned and practicable;
- whether the proposed project budget is prudent, realistic, cost-effective with the major expenditure items reasonably worked out;
- whether the student admission and publicity plan for the proposed project are reasonable and conducive to its successful implementation meeting its student enrolment targets;
- whether the applicant has a satisfactory track record and/or provided evidence to prove that it has the academic development and management capability and experience to successfully implement the proposed project;

(d) Costs and Benefits

- whether the proposed project, such as the programme development costs/teaching staff/equipment/facilities/infrastructure to be funded, is essential to the offering/professional accreditation of the programme(s) concerned;
- whether the scope and costs of the proposed project are reasonable and justifiable;
- whether the funding under application of the proposed project is conducive to reducing the tuition fee burden on prospective students;

(e) Institution Commitment and Quality Assurance Mechanism

- whether the applicant has demonstrated strong commitment to ensuring the successful implementation and sustainability of the proposed project, such as making its own financial contributions and/or with high degree of staff/principal's involvement;
- whether the applicant has put in place a robust quality assurance mechanism to assure the quality of the proposed project;

- whether the applicant has clearly described a mechanism and the criteria for self-evaluation to facilitate the monitoring of the implementation progress and assessing the attainment of the objectives of the proposed project;

(f) Innovation

- whether the proposed project covers a new area that has not yet been covered by other programmes in the post-secondary education sector in Hong Kong; and
- whether the proposed project adopts new pedagogies/equipment/facilities/infrastructure that have not yet been adopted in other post-secondary education programmes in Hong Kong.

10. Approval of Projects

- 10.1 All proposals will be considered by the CSPE/Sub-committee which will advise on their comparative merits and make recommendations to SED. Funding approval from SED is required.
- 10.2 Once the funding is approved by SED, the Secretariat will inform the applicants in writing of the results of the applications, including the funding granted as well as the terms and conditions. The applicants should not consider their application(s) successful without a written notification from the Secretariat to this effect.
- 10.3 With reasons, the Education Bureau (EDB) may withdraw any approvals already granted, and the institutions receiving the grants are not entitled to any compensation or appeal.
- 10.4 The approval of proposals under the Scheme should not pre-empt the necessary accreditation or approval of the programme(s) under the proposals by the relevant authorities, such as the HKCAAVQ, the Executive Council, relevant professional bodies, etc.

11. Release of Funds

- 11.1 Successful applicants are required to sign a **Project Agreement** with the EDB, which will set out in detail the terms and conditions of the grant. The application form signed will form part of the Project Agreement.
- 11.2 Funding support is normally given as a grant covering the entire designated project period, to be disbursed by stages in accordance with the implementation schedule agreed by both the grantee and the EDB, which will set out the key milestones, funding to be released at different stages, etc. Funds must not be expended before the commencement of the designated project period. Funds will normally be disbursed in the following manner –
- (a) On receipt of the confirmation of acceptance of the grant by the applicant, a portion (subject to a cap of 60% unless otherwise justified) of the grant

will be released up front to the designated bank account provided in accordance with the agreed implementation schedule;

- (b) Subsequent payment(s) will be released in accordance with the agreed implementation schedule, subject to the evidence submitted by the grantee showing that the key milestone(s) of the previous stage has/have been attained. Submission of such evidence should be made when the grantee submits progress reports on project implementation (see paragraphs 16.2 to 16.3 for details);
- (c) For all projects, the final 10% of the grant will be withheld and only be released upon the submission of the mid-term evaluation report and the finalised financial report including income and expenditure statement and auditor's report (see paragraphs 17.1 and 17.2 for details), and subject to the acceptance of such by the EDB; and
- (d) The EDB reserves the right to withhold any further payment, adjust the amount of the grant approved, terminate the grant and/or seek partial or full repayment of the funding released, if the project is observed to be no longer viable; or is seen to have deviated substantially from the original plan; or a significant portion of the funding released remains unspent in the project account.

11.3 Unless the grantee has obtained prior written consent from the EDB, no emoluments shall be paid out of the grant to any person working on or otherwise involved in the project who is or becomes rewarded by the grantee or any third party on a full-time basis.

11.4 Only expenditure directly incurred for the project during the designated funding period can be charged to the Scheme, and unaccountable, non-itemised general administrative expenses, items not directly related to teaching and learning (e.g. administrative and clerical staff, student subsidies, and publicity) are not permitted. For equipment, facilities, infrastructure works, and services, items costing over \$200,000 without supporting quotations may not be considered. Additional costs incurred by the institution concerned due to the implementation of the projects may be charged to the Scheme –

- (a) For manpower cost, only salary (including employer's contribution to the Mandatory Provident Fund) of the additional manpower directly deployed to the project will be funded. Fringe benefits of staff (e.g. education allowance, housing allowance, etc.) should not be included in or charged to the project. In the case that the manpower for the project involves the institution/organisation's existing staff, the project budget should only include additional payment made to the staff concerned. Such request for additional payment should be proposed in the application, in which the applicant should indicate clearly how many man hours will be dedicated in the proposed project by the staff concerned and the remuneration to be paid to the staff for the stipulated man hours by the project. The auditor of the project is required to check documentary proof on payments made to individual staff;
- (b) For equipment, only the cost of procuring or leasing of additional equipment or the enhancement of existing equipment for implementing the project can be charged to the grant. Equipment proposed to be purchased,

leased or enhanced must be essential to or specifically required by the project. Funding will not be provided for the purchase of standard equipment that are reasonably expected to be provided by the applicant;

- (c) For facilities and infrastructure, only the cost of the provision of additional or enhancement of existing facilities or infrastructure that are essential to or specifically required by the project can be charged to the grant; and
- (d) For other expenses, an amount up to 3% of the total grant may be budgeted as project contingency.

- 11.5 The applicant may include in the budget the fees to be charged by auditor(s) to conduct audit on the project's account. In general, an amount of not more than 1.5% of the total grant, or \$150,000, whichever is less, is allowed.
- 11.6 Any overrun of the original budget for whatever reasons or deficits arising from the project shall be borne by the grantee with its own resources. Except under special circumstances and with full justifications, applications for supplementary funding from the Scheme to make up the shortfall will not be considered.
- 11.7 Prior written approval from the EDB must be sought for any major changes to the approved project. This may include changes to the project scope or duration, deferral of completion date, or substantial variation (of more than 10% of the grant) between different expenditure items in the project budget.
- 11.8 If the grantee fails to commence and implement the approved project within six months after the commencement of designated project period without any reasonable explanation, or fails to launch and operate the relevant programme(s) under the approved project in accordance with the agreed implementation schedule for any reason, including failure to seek academic accreditation for the programme(s), the EDB reserves the right to terminate the grant and seek full repayment of the moneys already released.

12. Tendering, Procurement and Employment of Additional Staff

- 12.1 The grantee should exercise utmost prudence in procuring equipment, goods or services in relation to the project, and ensure that the procurement procedures are conducted on an open and competitive basis, and from those suppliers who are not their associates or associated persons, in order to ensure openness, fairness and value for money.
- 12.2 All quotations and tendering documents in relation to the project should be kept for inspection by the EDB for at least seven years after the completion or termination of the project.
- 12.3 For additional staff to be employed for the project, the principles of openness, fairness and competitiveness should be strictly observed during the recruitment process and the employment terms should comply with the relevant legislation and regulations of Hong Kong.

- 12.4 Including but not limited to procurement and recruitment, the grantee should prevent any possible conflict of interest.
- 12.5 All applicants are reminded to observe the Prevention of Bribery Ordinance (Cap. 201). Successful applicants should advise their consultants, contractors, employees and agents involved in the project that they are not allowed to offer or solicit or accept from any person any money, gifts or advantages as defined in the Ordinance or lavish entertainment in relation to the project. The Hong Kong Independent Commission Against Corruption (ICAC) has also provided a practical set of guidelines (i.e. Best Practice Checklist) for procurement and employment of project staff. Soft copies can be downloaded from the ICAC website (http://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=142).

13. Books of Accounts and Records

- 13.1 The grantee should maintain separate proper books of accounts and records for the project. The books of accounts and records of the project will need to be kept for inspection for at least seven years after the completion or termination of the project. If necessary, the grantee should also allow the ICAC to inspect the books and documents, examine the management and control measures in relation to the funded project for corruption prevention review.

14. Project Bank Account and Interest

- 14.1 The grantee should keep a separate Hong Kong Dollar account (or a separate account code) with a bank licensed in Hong Kong solely and exclusively for processing all receipts and payments of the project. Payments from that account should be made by the authorised representative(s) of the institution(s)/organisation(s) that receive(s) the approved funding. Any unspent balance of the grant should be kept at all times in that account.
- 14.2 All interest income generated from the project bank account mentioned in paragraph 14.1 above should be ploughed back to the project. Under no circumstances should the interest earned be applied for other uses outside the project, and no negative interest should be charged to the project.

15. Residual Funds

- 15.1 Funds granted by the Scheme unspent upon completion or termination of the project shall be returned to the EDB within one month after acceptance of the mid-term evaluation report and the finalised financial report including income and expenditure statement and auditor's report (see paragraphs 17.1 and 17.2 for details); by the EDB, or be disposed of in such manner as directed by the EDB.

16. Project Monitoring and Reports

- 16.1 The grantee shall provide any necessary information required by the EDB for the purpose of project monitoring.
- 16.2 The grantee will be required to submit the following reports on the project –
- (a) annual progress report(s), including progress of project implementation and attainment of milestones and deliverables, self-evaluation of the achievement of the performance indicators set out in the application, etc., to be submitted as specified in the Project Agreement during the designated project period and the committed admission period;
 - (b) a mid-term evaluation report, including outcomes and deliverables, self-evaluation of project effectiveness and the achievement of the performance indicators set out in the application, etc., to be submitted within three months following completion of the designated project period or termination of the project;
 - (c) a finalised financial report, including income and expenditure statement and auditor's report, to be submitted within three months following completion of the designated project period or termination of the project (see paragraphs 17.1 and 17.2 for details); and
 - (d) a final evaluation report, including outcomes and deliverables in respect of the programme(s) under the project, self-evaluation of the performance indicators for the programme(s) set out in the application, particularly on the student enrolment, satisfaction, and graduate outcome, etc., to be submitted within three months following the completion of the committed admission period.
- 16.3 Where applicable, the annual progress report in paragraph 16.2(a) should show evidence of key milestones and deliverables achieved during the reporting period.
- 16.4 If the grantee fails to submit any of the reports in accordance with paragraphs 16.2 and 16.3 above, or submit reports containing insufficient, incomplete, inaccurate or false information, the EDB reserves the right to terminate the grant and seek full or partial repayment of the moneys already granted for the project from the grantee.
- 16.5 If the grantee fails to submit any of the reports in accordance with paragraphs 16.2 and 16.3 above as scheduled, a written reminder (two weeks for progress report and one month for evaluation reports and finalised financial report) will be issued to the grantee. If the grantee fails to submit the required reports two weeks after the issue of reminder, a warning letter may be issued to the grantee. Such warning will be used as a reference in the evaluation of the grantee's performance and future application for projects under the Scheme.
- 16.6 Members of the CSPE/Sub-committee and the Secretariat may conduct visits to the funded institutions to check the progress and achievement of the projects. The grantee will need to make presentations to report the progress upon request by the Secretariat. If such visits or presentations are to be arranged, the Secretariat may liaise directly with the institution concerned.

- 16.7 Any kinds of unsatisfactory performance, such as frequent changes of budget and delay of report submission, will be taken into account in considering future applications from the applicant for funding support under the Scheme. The management of the institution will also be informed of such issues.

17. Finalised Financial Report

- 17.1 The grantee is required to submit a finalised financial report when the project is completed or terminated as detailed in paragraph 16.2(c). The report must contain the Income and Expenditure Statement, Balance Sheet, Notes to the Account and the Auditor's Report. All such accounts must have been audited by an independent certified public accountant.
- 17.2 The finalised financial report should be submitted within three months following the completion or termination of the project. If the grantee fails to submit the finalised financial report within the prescribed period, the EDB reserves the right to terminate the grant and seek full or partial repayment of the moneys already granted for the project from the grantee.

18. Early Termination of Project

- 18.1 Prior written approval from the EDB is required for early termination of the project for any reason before the end of the approved project period as per paragraph 6.1.
- 18.2 Prior written approval from the EDB is required for early termination of the programme(s) under the project for any reason before the end of the committed admission period as per paragraph 6.5 (i.e. double the years of the approved project period).
- 18.3 If the grantee terminates the project early without having obtained the prior approval from the EDB in accordance with paragraphs 18.1 and 18.2 above, the EDB reserves the right to terminate the grant and seek full or partial repayment of the moneys already granted for the project from the grantee.

19. Sharing of Deliverables for Completed Projects

- 19.1 Grantees are required to participate actively in the promotion, publicity and dissemination activities in respect of the projects organised or facilitated by the Secretariat. If necessary, the Secretariat may invite the grantees of selected completed projects to participate in seminar(s)/workshop(s) to present their project results for sharing purpose.

20. Publicity and Acknowledgement

20.1 Grantees should provide the Secretariat with publicity materials for uploading onto the EDB's and related websites upon request by the Secretariat. Acknowledgement of support of the Scheme should appear on all publicity materials related to the project, as well as in publications arising from the project.

20.2 The following disclaimer should be included in any publicity materials and publications related to a project funded by the Scheme –

“Any opinions, findings, conclusions or recommendations expressed in this programme (or by members of the project team) do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Education Bureau, the Committee on Self-financing Post-secondary Education or any member in the relevant Sub-committee.”

21. Use of Information and Data of the Project

21.1 The CSPE/Sub-committee and the Secretariat have the right to make use of or disclose information provided in the application (as well as related information) as necessary for the purposes of assessing the proposal, reporting progress to the relevant authorities, conducting research, and sharing with other parties concerned. Project findings, reports and deliverables (where appropriate) would also be uploaded onto the EDB's and related websites for sharing and public access.

22. Notes on Personal Data

22.1 The personal data collected from the application for the purpose of applying for the grant will be used by the EDB to process the application and for any other directly related purpose. The provision of personal data by the applicant is voluntary.

22.2 The applicant has the right of access and correction with respect to the personal data provided, in line with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). The applicant has the right to obtain a copy of the personal data provided in the application, and to request for correction of the personal data provided.

23. Copyright and Intellectual Property

23.1 The Government will not claim copyright or other intellectual property rights of the output/works produced in and/or derived from the projects funded by the Scheme.

23.2 The grantee is required where necessary such as when public interests are involved to grant, or to procure from the relevant intellectual property rights owner(s) to grant, unconditionally to the Government a nonexclusive, perpetual,

irrevocable, sub-licensable, royalty-free, and worldwide licence to use the output/works referred to in paragraph 23.1 above.

24. Enquiries

24.1 Enquiries about the application and related matters should be addressed to the **Secretariat of the Sub-committee on Support Measures of the Committee on Self-financing Post-secondary Education** –

Address: Secretariat of the Sub-committee on Support Measures,
Committee on Self-financing Post-secondary Education
7/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong

E-mail: esgs@edb.gov.hk

Telephone: 3509 7421