香港中文大學 CUHK | 學生事務處心理健康及輔導中心 Wellness and Counselling Centre Office of Student Affairs

SENS 特殊教育需要服務 SEN SERVICE

Staff Sponsorship for SEN-related Training
Application Guidelines

Through sponsoring CUHK staff in attending SEN-related training, the Office of Student Affairs (OSA) SEN Service (SENS) hopes to enhance staff members' awareness and understanding of the special educational needs (SEN) of students with different physical and/or mental conditions and strengthen their capacity in supporting these students.

1. Eligibility

1.1. Application is open for **all full-time staff** at CUHK until 14 May 2027 (Friday). Applications with a training end date after 31 May 2027 (Monday) will not be considered.

1.2. Applicants may apply for sponsorship for attending **non-degree training activities** such as training courses, conferences, seminars, and workshops that are organized by the University or external institutions/organizations.

1.3. Training activities must be **related to SEN**, which refers to a range of physical and mental illnesses or conditions (e.g., physical disabilities, hearing impairment, mental illness, specific learning difficulties, etc.). Please refer to the website for more information about SEN.

1.4. Applications will be considered based on the nature of the training activities, relevance to the applicants' job, and financial resources available.

1.5. Individual staff may submit more than one application under this sponsorship scheme within one financial year (1 July – 30 June of the following year). Priority will be given to first-time applicants. The present sponsorship only entails financial support; successful applicants should apply for training leave(s) according to the leave application procedures required by their own unit/department.

2. Application Procedures

2.1 Applicants should submit the application and supporting documents online **at least one month prior to the commencement of the training**.

2.2 Applicants will be notified of the application result via email within two weeks upon SENS' receipt of the application.

3. Reimbursement Procedures

3.1 The sponsorship will be distributed in the form of reimbursement, based on the actual expense amount incurred and **normally capped at $2,000 per application**.

3.2 For applicants who agree to commit to organizing at least 2 sessions of workshops/courses for CUHK students with SEN/CUHK full-time students to promote SEN awareness and inclusion within 1 year after the completion of the training, the sponsorship will be capped at $5,000 per application, subject to funding availability. Promotional materials and attendance records for the 2 sessions of workshops/courses should be provided to SENS for internal records.

3.3 To apply for reimbursement, applicants should submit the following to SEN Service (3/F, Pommerenke Student Centre, CUHK) **within 10 working days** after completion of the training:

a. Application Form for Reimbursement of Staff Training and Develop (ST&D) Expenses (Non-Degree Programmes)
b. Undertaking to The Chinese University of Hong Kong (if applicable)
c. Original receipt(s) for the approved training
d. Copy of the certificate of attendance/completion