

# **Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation**

## **THE R C LEE CENTENARY SCHOLARSHIP 2018**

### **NOTES FOR APPLICANTS**

#### **1. Introductory**

The R C Lee Centenary Scholarship was established by the Drs. Richard Charles and Esther Yewpick Lee Charitable Foundation to commemorate the hundredth anniversary of the birth of Richard Charles Lee in Hong Kong on the 7th March 1905, one of the foremost businessmen and philanthropists of his day.

The scholarships are intended to encourage very bright young men and women who are graduates of a university in Hong Kong to pursue their studies at a university of high academic standing outside Hong Kong, whether at doctoral, master's or bachelor's level. Successful candidates will be those who can be expected to make a substantial contribution to Hong Kong during the course of their working lives. They must therefore show a strong sense of commitment to Hong Kong and be prepared to return to work in Hong Kong for a substantial period once they have completed their studies and any further training abroad. They must also be able to show excellent scholastic achievements, strong leadership abilities, extensive general knowledge, civic-mindedness and good communication skills. They will also be expected to have an insight into current affairs and to have a wide range of interests outside their chosen academic discipline. It is unlikely that a scholarship will be awarded purely on the basis of academic merit. To add value to their academic pursuits, candidates are encouraged to plan ahead for their post-scholarship practical training, and to explain their plans at the time of their application and at interview.

#### **2. Number of awards**

Up to three each year. As these scholarships are intended to promote excellence, candidates should be aware that the Foundation will not award any scholarships in years in which there are no suitable candidates.

#### **3. Duration of award**

The duration of the award will be stated in the letter awarding the scholarship. It will be set by reference to the letter from the scholar's university offering the scholar a place at the university and will only be extended in exceptional circumstances.

Each scholar's performance is evaluated on annual basis taking into account reports from his/her university. Scholars are therefore required to authorize their universities to provide the Foundation with periodic reports about them. A scholarship may be terminated early at any time and without prior warning if, in the Foundation's opinion, the scholar's progress, performance, attendance or conduct is not satisfactory.

Scholars may not change their course of studies without the consent of the Foundation.

Any scholar whose studies end early for whatever reason must notify the Foundation of this at once. He/she will cease to be eligible for any further payments from the Foundation, other than for university or college fee paid in arrears, and must repay on demand allowances paid for the period after the end of his/her studies, where appropriate.

#### **4. Eligibility**

Candidates must demonstrate at the time of award that they fulfill all of the following conditions:-

- (1) They have been offered a place on a full-time course at their chosen university to study their chosen course and that they fulfil all the admission requirements of their university and any college to which they will be attached, other than those relating to their degree which must be fulfilled before their scholarship becomes unconditional;
- (2)
  - (i) They hold a first class honours degree from their university in Hong Kong. Candidates may apply before they graduate but they will be required to show that they have expectations of a first class honours degree. On achieving this, their scholarship becomes unconditional;
  - (ii) The Selection committee may, in exceptional circumstances, and having considered all the other qualities of the applicant, award the scholarship to a candidate who achieves an upper second-class honours degree.
- (3) They can communicate effectively in English as well as the language in which their studies will be undertaken; if different; and
- (4) They are under the age of 25 years on the date when their awards commence unless they have already held an R C Lee Centenary Scholarship and they are applying for a second scholarship to undertake further studies which follow on immediately after the end of their first scholarship.
- (5) They have not unconditionally accepted an offer of any other scholarship, exhibition, bursary or other award for their proposed studies. Candidates who do this will be treated as having withdrawn their applications.

Candidates will also normally be required to show that they have completed or will complete their entire course of undergraduate studies as a full-time student in Hong Kong (other than when participating in an ordinary exchange programme organised by their university). Applications may be made by those who do not meet this requirement but candidates will be required to justify an exception being made in their favour in their applications.

Candidates proposing to study for a second bachelor's degree must also show that they will be studying for a degree in a different subject from their first bachelor's degree.

## **5. Exclusivity**

This scholarship cannot be held concurrently with any other scholarship, exhibition, bursary or other award, however described. Any scholar who is subsequently offered a research or teaching fellowship, assistantship or like post must forthwith notify the Foundation of such offer and may only accept the same with the approval of the Foundation, which may be withheld or given on such terms, if any, as the Foundation thinks fit.

Scholars are not permitted to study for a second degree or qualification or to take any form of paid or unpaid employment while they hold their scholarship without first having obtained the Selection Committee's written consent. Failure to comply with any of these conditions will be regarded as a serious matter which may lead to the early termination of the award.

## **6. Amount of award**

The amount of the award will be determined by the Foundation on a case-by-case basis, taking into account the level of tuition fees, accommodation costs, living expenses appropriate to the country in which they will be studying, books and incidental expenses. Successful candidates will be required to provide details of this which should be obtained from their chosen universities. The award will include provision for the scholar's airfare at the beginning and end of the course and for reasonable subsistence during university vacations, including foreign travel which is considered to be an important part of the scholarship. Scholars are therefore discouraged from taking paid employment during university vacations and will be expected to give an account of how they have used their vacations.

The award (including tuitions fees, accommodation allowance, living expenses, and vacation allowance) will normally be disbursed to the scholar or to the university/college direct, whichever is appropriate, at the Foundation's discretion but so as to comply with any terms of payment imposed by the university or college.

## **7. Application**

All applications must be made on the Foundation's prescribed application form. These can be obtained from the Scholarship Secretariat by post or from the website at [www.rcleescholarship.com](http://www.rcleescholarship.com)

All completed applications, together with all relevant supporting documents, must be addressed to Mrs. Clara Lee, Scholarship Secretary c/o P O Box 3038, General Post Office, Hong Kong by October 14, 2017 by registered mail.

Candidates should keep proof of posting issued by the Post Office until after the Scholarship Secretariat has acknowledged receipt of their application. The Scholarship Secretariat aims to do this within five working days of receipt. Candidates who have not received such acknowledgement within ten working days from posting should therefore contact the Secretariat to enquire whether their application has been received. They should note that it is their sole responsibility to ensure due receipt of their application.

Late or incomplete or improperly completed applications, including applications without all the required supporting documents, and applications sent by facsimile or e-mail will not be considered. Candidates must ensure that their application forms are properly completed and accompanied by all necessary documents. The Scholarship Secretariat assumes no responsibility to notify candidates of any deficiencies in their applications.

Completed application forms must be submitted with documentary evidence that the candidate meets all the requirements of the scholarship set out in the eligibility section of these notes. Photocopies of documents should be submitted with the application but no award will be confirmed until satisfactory original documents have been produced to the Scholarship Secretariat for verification purposes.

Open reference letters must not accompany application in any circumstances. Candidates are, however, required to furnish the names of three referees from whom references may be requested by the Scholarship Secretariat. Of their three referees, two should have taught the candidate at university within the last two years of study. The third referee must not be related to the candidate but must have known the candidate for at least five years outside the university and must be able to comment on the candidate's character, interests and achievements. This referee may be a schoolmaster, a minister of religion or someone of similar status. Candidates should note that their applications may be rejected if any of their referees fails to provide a reference within the time frame stipulated by the Scholarship Secretariat and that the Secretariat assumes no responsibility to notify the candidate of any such failure.

As the selection process is conducted over a number of months, candidates must complete and return to the Scholarship Secretariat no later than **30th January, 2018** Part II of the Application Form giving details of any further applications that they have made to study abroad, the outcome of all applications that they have made to study abroad, the outcome of all applications that they have made for scholarships and other forms of funding for their studies and the results of their degree examination if they have not already provided this in their application form. Candidates who fail to do this will be treated as having withdrawn their applications. The Scholarship's Secretariat has no duty to remind candidates to submit this form.

The timetable for dealing with applications is as follows:-

Opening date for applications : September 2, 2017

Closing date for applications : October 14, 2017

Preliminary short-listing : March 2018

Invitations for interviews : April 2018

Conduct of interviews : May 2018

Notification of results : June 2018

## **8. Selection**

A short list of candidates considered suitable for interview will be made by the Selection Committee on the basis of information contained in the application forms, associated statements and papers and references, where taken up.

Candidates are advised that the Selection Committee will pay particular attention to their personal statement in which they give details of their life and achievements, their reasons for wishing to pursue their studies at their chosen university, as well as their future plans and aspirations and how they display the qualities described in the introductory paragraphs of these notes. This statement, which must be composed in its entirety by the candidate, should not exceed 1,000 words. It *must* be submitted in the candidate's own handwriting but a typed version may be submitted in addition. The Scholarship Secretariat may call upon any candidate whose personal statement is difficult to read to submit a typed version. Candidates should bear in mind that the Selection Committee may not include any member with a specialist knowledge of their chosen course of studies. They must therefore refrain from giving an overly technical description of their proposed studies or any plans for future study.

Short listed candidates will be invited to attend an interview on one or more occasions and/or to participate in such other forms of assessment as the Selection Committee may determine.

## **9. Award**

The Scholarship Secretariat will notify all candidates of the outcome of their application. The Foundation's decision in relation to any award is final. Reasons will not be given for granting or refusing an award. Enquiries and representations about granting or refusing an award will not be entertained in any circumstance whatever.

An award of scholarship will remain conditional until the Foundation is completely satisfied that all the conditions attached to the award have been fully met and that the following documents have been produced to the Scholarship Secretariat and verified by it:-

- (i) proof that a place has been offered to the candidate by his/her chosen university to study his/her chosen course and that he/she fulfils all the admission requirements of that university and any college to which he/she will be attached;
- (ii) proof that he/she has been awarded a first class honours by the university in Hong Kong at which he/she studied for his/her bachelor's degree;
- (iii) a signed agreement in the Foundation's prescribed form stating that he/she will promptly report to the Foundation any change of circumstance affecting his/her award and that he/she is prepared to return to work in Hong Kong;
- (iv) a signed letter in the Foundation's prescribed form authorizing his/her university abroad to provide the Foundation with periodic reports and assessments about the scholar's progress, performance, attendance and conduct throughout his/her course of study at that university;

- (v) a satisfactory medical certificate in the form prescribed by the Scholarship Secretariat signed by a physician who is on the Scholarship Secretariat's list of approved medical practitioners;
- (vi) such other documents and certificates as the Scholarship Secretariat may from time to time require.

## **10. Immigration and health**

Successful candidates are responsible for ensuring that they comply with all necessary immigration and health requirements of the country in which they intend to study. The Scholarship Secretariat will need to be satisfied of such compliance before any funds are initially disbursed. Any scholar whose visa requires extending during their course and/or who has a health requirement that fails to be complied with during their course must satisfy the Scholarship Secretariat of such extension or compliance before any further funds are disbursed to them.

## **11. General enquiries**

Enquiries should be directed to the Scholarship Secretariat by e-mail at [rcleescholarship@gmail.com](mailto:rcleescholarship@gmail.com)

Enquiries about the progress of an application will not be entertained.

The Scholarship Secretariat has no authority to vary or waive any of the selection procedures or to give any commitment on behalf of the Foundation.

## **12. Miscellaneous**

This set of guidance notes and any guidance given in or with the application forms is for information purposes only and has no legal force. These notes are in addition to, and do not supersede, any instructions given in or with the application form. The agreement containing the terms under which a scholarship is granted is contained in the award letter.

All expenses incurred by candidates in connection with their applications are for their own account and will not be reimbursed in any circumstances.

Neither the Foundation nor the Selection Committee nor the Scholarship Secretariat nor anyone on their behalf assumes any legal or other responsibility whatever to candidates.

Scholars are responsible for payment of any taxes payable on their award.

The Foundation reserves the right to vary these notes without prior notice.