**Summer Program RC Sponsorship Standard Operations Procedure (SOP)**

2020-02-25

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| Selection of Recipients | * In February each year, CKPC will receive the list of summer program participants from SAO * Combine their participation score, contribution score, and energy (including sports team, special interest group, organization of activities, leadership in House Association, etc.) * Students with the highest combined score are selected as sponsorship recipients. Allocation of scholarship will be based on their year of studies. Year 1 and Year 3 students account for 25% of the total number of recipients respectively. Year 2 students account for 50% of the total number of recipients. Year 4 students are not eligible due to the graduation status. * If students have the same combined score, they will be ranked by contribution score, and then participation score. * Students with scores near the border line are selected after a sensitivity analysis with adjusted combined scores (see below) | CKPC Academic Team |
| Notification | * Notify the recipients through a formal email * After confirmation with all recipients, send the recipient list to SAO | CKPC Office |

**Sensitivity Analysis**

For students with scores near the border line, we perform a sensitivity analysis in order to have a more complete picture. Below is an example. Here Students A-E are selected based on their combined scores. Two additional scores from RF1 and RF2 are included in the adjusted combined scores for Students F-G. After that, five additional students are selected (highlighted in pink).

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| --- | --- | --- | --- | --- | --- |
| **Student** | **Combined Score** | **Rescale to 5** | **RF1 Score** | **RF2 Score** | **Adjusted Combined Scores** |
| **Student A** | 20 |  |  |  | 20 |
| **Student B** | 20 |  |  |  | 20 |
| **Student C** | 19 |  |  |  | 19 |
| **Student D** | 19 |  |  |  | 19 |
| **Student E** | 19 |  |  |  | 19 |
|  |  |  |  |  |  |
| **Student F** | 17 | 5 | 4 | 5 | 14 |
| **Student G** | 17 | 5 | 2 | 4 | 11 |
| **Student H** | 17 | 5 | 2 | 4 | 11 |
| **Student I** | 17 | 5 | 3 | 2 | 10 |
| **Student J** | 17 | 5 | 2 | 2 | 9 |
| **Student K** | 16 | 4.7 | 2 | 2 | 8.7 |
| **Student L** | 15 | 4.4 | 3 | 3 | 10.4 |