**CKPC UMDF Scholarship Standard Operations Procedure (SOP)**

**曹光彪書院 澳大發展基金獎學金 標準流程**

2020-11-03

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| Formation of Selection Committee | * Propose a Selection Committee, which may include Master, Associate Master, and Resident Fellows * Submit the proposal for the Selection Committee to the Vice Rector of Student Affairs for approval | CKPC Management Team |
| Selection of Recipients | * Identify students who fulfilled RC requirements during their first year in RC and who retain residential membership in the current academic year * Combine their participation score, contribution score, and energy (based on a formula, including sports team, special interest group, organization of activities, leadership in House Association, etc.) from the previous and current academic years * Students with the highest combined score are selected as scholarship recipients * Students with scores near the border line are selected after a sensitivity analysis with adjusted combined scores (see below) | CKPC Office |
| Notification | * Notify the recipients through a formal email * CKPC may invite the recipients to a special event recognizing their achievement | 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. Additional scores from the Selection Committee are included in the adjusted combined scores for Students F-L. After that, five additional students are selected (highlighted in pink).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Combined Score** | **50%** | **Selection Committee Score** | **Adjusted Combined Scores** |
| **Student A** | 22.9 |  |  | 20 |
| **Student B** | 22.9 |  |  | 20 |
| **Student C** | 21.5 |  |  | 19 |
| **Student D** | 21.2 |  |  | 19 |
| **Student E** | 21 |  |  | 19 |
|  |  |  |  |  |
| **Student F** | 20.8 | 10.4 | 3 | 16.6 |
| **Student G** | 20.8 | 10.4 | 3 | 16.6 |
| **Student H** | 20.5 | 10.3 | 4 | 18.5 |
| **Student I** | 20.1 | 10.1 | 4 | 18.1 |
| **Student J** | 19.6 | 9.8 | 5 | 19.6 |
| **Student K** | 18.2 | 9.1 | 5 | 18.2 |
| **Student L** | 18.1 | 9.1 | 5 | 18.1 |