

CKPC UM RC Foundation Scholarships Standard Operations Procedure (SOP)

曹光彪書院 澳門大學住宿式書院獎學金 標準流程

2025-10-27

Tasks	Steps and Descriptions	Person in charge
Formation of Selection Committee	• Propose a Selection Committee, which may include Master, Associate Master, Resident Fellows, and an CKPC Affiliate or Fellow • 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