



Regulation of Potential Proposal Program

Organizer: University of Macau Students' Union

A) Introduction

Potential Proposal Program is a fourth year and annual activity held by University of Macau Students' Union. In order to explore the potential, creativity and cooperation of student organizations, and provide an opportunity. To jointly organize a multicultural, creative and popular activity, the teamwork requirement is strongly essential. Therefore, increasing the connectivity of student organization and campus atmosphere is what we are looking for.

Different types of activities plan are welcome to be submitted. After the first round reviewing, the winning "Activity Plan" can be put into practice by our sponsorship. The outcome is reimbursed on an accountable and reimbursement basis.

B) Content & Form

Potential Proposal Program is organized by University of Macau Students' Union. Applicants must be the sub-organization of University of Macau Students' Union. Application for this program begins on 22nd January 2019 and it is a valuable opportunity for sub-organization. After preliminary examination of applicant, an email will be received to confirm the eligibility of applicant. Qualified proposal will be submitted to our professional judges.

Five proposals with highest scoring go through to the final. Finalists are required to do the presentation. The winning proposal will be subsidized by at most MOP 30,000 from University of Macau Students' Union and co-organized by Culture and Leisure Department of University of Macau Students' Union to assist the activity.

C) Objectives

- To encourage the cooperation of student organizations, jointly organize activities
- To enhance the connectivity of student organizations
- To increase the publicity of student organizations
- To stimulate students' creativity and potential
- To improve students' enthusiasm of participating organizations' activity
- To enhance the atmosphere of the campus
- To organize an activity with innovation and high participation, build up a brand activity

D) Requirements

- Applicant: Sub-organizations of University of Macau Students' Union
- Deadline: January 22nd, 2019 to March 8th, 2019
- Holding time: August 2019 to December 2019
- Target audiences: Mainly students of University of Macau
- Venue: University of Macau



- * *Application unit has to be two more than two student organizations*
- * *The winning proposal can not apply for Batch 3 and Batch 4 funding at the same time*
- * *Activities must mention the University of Macau Students' union as the joint unit*
- * *The activity report has to be submitted to the finance department of University of Macau Students' union within 20 days after the activity is held*

E) Award

The competition has champion, first runner-up.

- Champion can get the maximum amount of MOP \$ 30,000.00
- First runner-up can get the maximum amount of MOP \$25,000.00

* The awards only have one quota in each title, in the form of reimbursement funding

F) Rundown

1. After receiving the participating proposals by executive secretary, University of Macau Students' Union will review and ensure that the participators meet all the conditions in the rules;
2. The qualifications of participating student organizations will be confirmed by email;
3. The qualified proposals will be submitted to the professional judges, five proposals with highest score will enter the final;
4. The result of the finalists will be notify by email, and publish in the page of University of Macau Students' Union;
5. The finalists must send at least one representative to do the presentation at a specified time, each unit have maximum fifteen minutes to present, scores will be deducted once over time, over a minute will deduct 3 marks, (considered as one minute, when less than one minute) and so on;
6. The finalist will have a public presentation of their proposal to all students in University of Macau, the presentation will be live broadcasted on the University of Macau Students' Union fan page, winner will be selected by voting and professional judges, voting will last for 3 days after the presentation; professional judges, online voting will last for 3 days after the presentation;
7. Calculating the score of votes and professional assessment ratings, the final results will be announced by the University of Macau Students' Union..

G) The preliminary audit criteria

After receiving the activity plans, we will do preliminary audit according to the following rules. This preliminary audit is to ensure the qualifications of applicants.

1. To ensure the applicant meets the eligibility
2. To check the providing information as required
3. The content of proposal cannot be involved in violence, pornography, discrimination and other inadequate elements, or violate the regulations of University of Macau Students' Union.
4. Participated proposal should promote positive messages and bring positive impact to their organization.



H) Voting rules

1. The total points are assigned in a ratio form:
60% of professional judges (*content of proposal is accounted for 40%, presentation is accounted for 20%), Online Voting accounted for 40%;
2. Professional judges have to make decision based on the judging criteria, and will be supervised by University of Macau Students' Union;
3. Voters must be our members, all non-compliant votes will be considered as invalidated.

I) Judging criteria

Content	
Innovation (30%)	Recommend the forms of activities, which are different from the previous theme. Focus the changing part of the activities, the uniqueness and organizing reasons. Well and complete definition and elaboration are appreciated as well as the advantages & features of the activities.
Feasibility and influence, (20%)	Consider the benefits of campaign budgets feasibility, and fund management and material usage. Integrate the activities influences to the students of University of Macau
Completeness (20%)	Content of proposal can be clearly and roundly express the purpose of the activity and the core-value.
Cooperativeness (15%)	As prescribed, two or more student organizations jointly hold an activity. In the process of planning activities, student organization can take full advantage on the characteristics of cooperation, with a detailed affiliated personnel division table
Correlation of student organization (10%)	Estimate the relations relevant rank between the activities and student organizations, has future development of student organization through activities success
Popularity (5%)	Anticipate the actual number of



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	participant in the activities, the target should be the students in University of Macau
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J) Required Document

1. Proposal

Basic information of Applicant, content of activity, purpose, rundown, personnel distribution (Division of labor among Sub-organizations of University of Macau Students' Union which is responsible for organizing activities and division of labor of each of Sub-organizations of University of Macau Students' Union), budget plan, quotation (have to follow the sample provided by University of Macau Students' Union), posters and so on

2. Application form *(attached the provided letterhead)

K) Application method

1. Applicant submits all the required documents (paper and electronic file) within office hour in the first floor of E31 (Secretariat of University of Macau Students' Union) before March 8, 2019
2. Application forms and letterhead can be obtained at the above locations or
3. Download from the website of University of Macau Students' Union (www.umsu.org.mo)



L) Application period:

Start from 22nd January 2019 to 8th March 2019, overdue applications will not be accepted

M) Disqualification

1. Once confirmed the participating units makes a false statement or provides false information, University of Macau Students Union is able to cancel its qualification;

At the same time, the University of Macau Student Union will consider the violations to decide whether applicant will be canceled some rights provided by UMSU, even turn over supervisory board.

2. Sponsorship can only be used for the preparation and operation of activities, if violated, winners will be cancelled the qualification and have to return the full subsidy;

3. If the winning activities violate the regulation of University of Macau Students' Union, it will be disqualified;

4. Any incompatible behavior affects the interests of University of Macau Students' Union, once identified, It will be disqualified;

N) Inquiry

Contact: Vice-Director General, Justin Pun

Email Address: justinpun@umsu.org.mo

O) Remarks

1. The participating units will be only used for audit purposes in Potential Proposal Program, the information provided by the applicant is absolutely confidential;
2. The complete proposal will be only used for audit purposes, but the participating units need to make a separated description and poster for promotion on the page of University of Macau Students' Union;
3. Organizers have to inform the University of Macau Student Union before 2-day workdays;
4. Where force majeure factors such as inclement weather appears, University of Macau Students' Union will postpone or canceled the event; if the final was cancelled, sponsorship will not be granted;
5. Where any discrepancy arises between the English translation and the Original Chinese version, the Chinese version shall prevail.
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