THE CHINESE UNIVERSITY OF HONG KONG
Office of University General Education

Guidelines and Criteria for SDG-related voluntary activity under the SDG Study Scheme

There is a wide range of altruistic activities and community services on and off the CUHK campus. To be counted as an SDG-related Voluntary Activity (SDG-VA), six criteria are proposed as follows:

(i) The activity or service-learning programme are able to respond to at least one of the 17 SDGs.

(ii) The activity or service-learning programme are organized/co-organized/funded/supported by a CUHK unit, the HKSAR government or a creditable non-governmental organization. For student-initiated activities, a teaching staff has to serve as the activity advisor and document the proof of the students' involvement.

(iii) The activity can be any form of volunteering except any activity in which a student is involved for curriculum-required internship or credit-bearing placement.

(iv) The activity is participated by students on voluntary basis without any kind of monetary reward (e.g., stipend or salary). Acceptance of small amounts of transportation and/or meal allowance is negotiable.

(v) The total service hours (i.e., actual contact with beneficiaries or problems at hand) should be at least 26 hours, which excludes pre-service planning and post-service evaluation and reporting.

(vi) The activity or service-learning programme should be demonstrated to have a given number of immediate beneficiaries as well as a potentially wider impact on the community or society.

Students should provide the following materials when submitting their declaration:

(i) Reflection paper
A reflection paper, articulating the relevance of the project to one or more SDGs, their learning experience and gains, as well as the impact of their project in at least 500 words (English) / 800 words (Chinese).

(ii) Supporting document(s)
Official supporting document(s) issued by the host organization (e.g. certificate and/or certifying letter) to support verification of the activity for fulfilment of the SDG Study Scheme. Where applicable, the document(s) should indicate the activity undertaken, the host organization, total service hours completed, duties performed, the voluntary nature of the activity, and the beneficiaries or target community served.

(iii) Additional supporting materials
Students may provide additional materials, such as photos, to illustrate the outcomes or impact of the activity, as appropriate.

The Office of University General Education reserves the right of interpretation and revision of the content hereinabove.

End

Last updated: September 2026