

Subsidy Scheme for Macao Higher Education
 Teaching and Research Staff Professional Development
 Activity Summary Report

Name of Institution		FES Acknowledgement No.	
Category of Subsidy Application	<input type="checkbox"/> Academic Activity Participation	<input type="checkbox"/> Others	
Project Name			
Contact Person & Number of Institution			

Breakdown of Actual Income (Reference Format)		
No.	Content	Amount (MOP)
1	Subsidy Amount from Higher Education Fund	
2	Amount Borne by Beneficiary	
3	Other Sources of Income; Name of Other Supporting Units and the Amount Concerned	
Total Amount (MOP)		

Breakdown of Actual Expenses (Reference Format)					
No.	Content	Amount			
		MOP	Foreign Currency (1)	Foreign Currency (2)	Foreign Currency (3)
1					
2					
3					
4					
5					
6					
7					
Subtotal (Based on Foreign Currency)					
Currency Exchange Rates		---	Exchange Rate (1)	Exchange Rate (2)	Exchange Rate (3)
Subtotal Equivalent to MOP					
Total (MOP)					

Note: 1. Any receipts which related to the items subsidized by FES, originals should be submitted. Receipts for other items, originals or copies with authorized stamp of the Higher Education Institutions can be submitted (Please arrange them in order to facilitate checking).

2. If there is not enough space to fill in all items on form, please attach supplementary sheet.

Summary and Achievement of the Activities (Reference Format)	
Main Activities	
Achieved the Expected Goals	<input type="checkbox"/> Beyond Expectation <input type="checkbox"/> Fully Achieved <input type="checkbox"/> Basically Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not yet Achieved
Supplementary Information	Annex : <input type="checkbox"/> Yes, Number of attachments _____ Including: _____ <input type="checkbox"/> No attachments

[Points to note]

- Each subvented activity must fill in one summary report, and additional sheets can be added if necessary (this form can be downloaded from the website of DSES).
- Within 30 days of the conclusion of subvented activity, beneficiary must submit this report to Higher Education Fund via DSES to report the execution of the activity and subsidy allocation in detail.
- Please attached with the activity photos, evidence of attendance to the activity and a report about the activity with not less than 1500 words.

Declaration: I declare that all information given in this application is true and will bear all legal liability for providing false information.

Date / / _____
 Year Month Day **Signature of Applicant** **Stamp of Higher Education Institution**