

「『友』妳啟導」友師計劃 2025  
填表須知（經由大學申請）  
“She Inspires” Mentorship Programme 2025  
Guidance Notes on Application (Application via University)

- (1) 「『友』妳啟導」友師計劃（計劃）由民政及青年事務局（民青局）和婦女事務委員會（婦委會）合辦，旨在協助本港女大學生提升技能、建立自信及人際網絡，為她們投入職場做好準備。計劃為有志投身專業行業或商界的本港女大學生配對女性領袖友師並提供相關培訓及活動。

The “She Inspires” Mentorship Programme (the Programme) is launched by the Home and Youth Affairs Bureau (HYAB) and the Women’s Commission (WoC) for local female university students. It aims to build the necessary skills, confidence, and network for them to thrive in their future career. Under the Programme, local female university students who aspire to pursue a career in the professional or business sectors will be paired with women leader mentors, and provided with relevant training and activities.

- (2) 已填妥的申請表格第一部分須於**2025 年 4 月 30 日（星期三）**或之前以申請人所屬大學列明的方式，遞交至該大學。大學會就收集所得的申請進行遴選，並將提名轉交至民青局民政事務科。

Applicants should complete Part I of the application form and submit it to the applicant's affiliated university using the method specified by the university on or before **30 April 2025 (Wednesday)**. The university will shortlist the applications and provide nominations to the Home Affairs Branch of the HYAB.

- (3) 參加本計劃的學員須符合以下資格：

An eligible mentee must meet the following criteria:

- (a) 在2025/26學年於本港大學<sup>1</sup>修讀全日制學士學位課程的女學生（大學一年級學生及修讀大學最後一年課程的應屆畢業生除外）；  
Female students (excluding first year students and final year undergraduates) studying full-time bachelor’s degree programmes at a local university<sup>1</sup> in the 2025/26 academic year;
- (b) 香港永久性居民或持有香港身份證的全日制學生；  
Permanent residents of Hong Kong or Hong Kong identity cardholders who are currently registered as full-time students in Hong Kong;
- (c) 有志在專業行業或商界發展；  
Aspire to pursue a career in the professional or business sectors;
- (d) 展現良好的品行和優良的學業成績／課外活動表現；及  
Demonstrate good conduct and outstanding academic / extra-curricular

<sup>1</sup> 12 所獲邀本地大學包括：香港城市大學、香港浸會大學、香港都會大學、香港樹仁大學、嶺南大學、聖方濟各大學、香港中文大學、香港教育大學、香港恒生大學、香港理工大學、香港科技大學及香港大學（按英文名稱順序排列）。

The twelve invited local universities include: City University of Hong Kong, Hong Kong Baptist University, Hong Kong Metropolitan University, Hong Kong Shue Yan University, Lingnan University, Saint Francis University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Baptist University, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong (listed in alphabetical order).

performance; and

(e) 熱衷服務社會。

Passionate in serving the community.

- (4) 民青局和婦委會將就大學的提名作評選，並邀請初步入選的申請人出席面試。面試暫定於2025年6月舉行。面試時申請人須攜同身分證明文件及學歷文件正本，以資證明。申請人如未能出席面試，有關申請將不獲處理。申請人如未獲邀參加面試，可視作是次申請不成功。

The HYAB and the WoC will consider the nominations provided by the universities and invite selected nominees to an interview. The interviews are tentatively scheduled for June 2025. Applicants are required to present their original proof of identity and academic credentials during the interview for verification purposes. Applicants who do not show up for the interviews will not be considered. Those who are not invited for interview may assume their applications unsuccessful.

- (5) 申請表格須以中文或英文填寫。

The application form should be completed in **Chinese** or **English**.

- (6) 如表格上的空位不敷使用，請另頁填寫。

If there is insufficient space in the form, please give details on a separate sheet.

- (7) 請在適當空格 ( ☐ ) 加上 “✓” 號。

Please tick (✓) in the appropriate box ( ☐ ).

- (8) 表格內所填報的資料必須真確無訛。所有個人身份、表格上所載列的資格及資歷的證明文件須在要求時提供，以供核實。未能提供證明文件的資格／資歷將不獲評審委員會考慮。

The information provided in this form must be true and correct. Documentary proof for the applicant's personal identity, qualifications and experiences listed in this form should be provided upon request for verification. The Selection Committee may refuse to consider qualifications / experiences without documentary proof.

- (9) 申請人有責任向民青局提供準確及最新的資料。表格內的資料如有變更，申請人須盡早透過電郵 ( [sheinspires@hyab.gov.hk](mailto:sheinspires@hyab.gov.hk) ) 通知民青局。

It is the applicant's responsibility to ensure that correct and up-to-date information is provided to the HYAB. Applicants should at the earliest instance notify the HYAB by email at the email address ( [sheinspires@hyab.gov.hk](mailto:sheinspires@hyab.gov.hk) ) should there be any subsequent changes to the information given in this form.

- (10) 本表格內的資料將用於計劃第一屆（2025-26年度）的申請及推行，所有收集得到的個人資料只會用於上述目的、直接有關的目的，以及事先獲得申請人同意的目的。民青局或會在處理申請及推行計劃時將收集得的個人資料轉移給民青局的聯絡各方。

The information given in this form will be used for processing applications and implementation of the first cohort (Year 2025-26) of the Programme. All personal data collected will be used only for the aforesaid purpose, a directly related purpose, or other purposes where the applicant's consent has been sought. In so doing, the personal data

collected may be transferred to parties who work for and/or with the HYAB during the application and implementation of the Programme.

- (11) 如需查閱下表提交的個人資料，請透過電郵向民青局提出，電郵地址見上文第(9)項。

Requests for access to the personal data given below should be directed to the HYAB by email at the email address stated in paragraph (9) above.

- (12) 私隱政策聲明

#### Privacy Policy Statement

民青局致力確保按照《個人資料（私隱）條例》的規定來處理所有個人資料。在這方面，本局承諾：

The HYAB is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance. To this end, this Bureau undertakes to:

- (a) 以合法和公平的方法收集足夠但不超乎適度的個人資料，而該等資料必須只為與本局的職能或活動有關的合法目的而收集；  
collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the functions or activities of this Bureau;
- (b) 在顧及個人資料所作用途的同時，採取一切合理可行的步驟，確保所收集或保存的資料準確無誤；  
take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- (c) 刪除不再需要作原有用途的個人資料；  
erase personal data which are no longer necessary for the purposes for which they are to be used;
- (d) 除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則本局只會把所收集的個人資料用於收集該等資料的目的或與其直接有關的目的；  
use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- (e) 採取一切合理可行的步驟，以保障個人資料不會為未獲准許的人士查閱、處理、刪除或作其他用途，也不會意外地為人查閱、處理、刪除或作其他用途；  
take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;

- (f) 採取一切合理可行的步驟，以確保任何人能獲告知本局所持有的個人資料種類，以及該等資料會作甚麼用途；及  
take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the Bureau holds and the purposes for which the data are to be used; and
- (g) 准許任何人查閱和改正以他們為資料當事人的個人資料，並以法律准許或規定的方式處理該等查閱／改正個人資料的要求。  
permit persons to access and correct personal data of which they are the data subjects and process any such access/correction requests in a manner permitted or required by law.

此中文私隱政策為英文版本譯本，如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。如果你對本局的私隱政策及實務方面有任何查詢，請透過電子郵件向本局提出（電郵地址：[hyab@hyab.gov.hk](mailto:hyab@hyab.gov.hk)）。

This Privacy Policy has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail. If you have any queries about our Privacy Policy and Practices, please email us at [hyab@hyab.gov.hk](mailto:hyab@hyab.gov.hk)

參考編號

Reference no.: \_\_\_\_\_

(此欄由主辦機構填寫 For official use only)

「『友』妳啟導」友師計劃 2025  
申請表格 (經由大學申請)  
“She Inspires” Mentorship Programme 2025  
Application Form (Application via University)

第一部份 由申請人填寫

Part I To be completed by the applicant

(A) 個人資料 Personal Particulars

中文姓名

Name in Chinese: \_\_\_\_\_

(如香港身份證所示 as shown on Hong Kong Identity Card)

英文姓名

\_\_\_\_\_ (姓氏 Surname)

Name in English: \_\_\_\_\_ (名字 Given Names)

(如香港身份證所示 as shown on Hong Kong Identity Card)

別名 (如適用)

Other Name (if applicable): \_\_\_\_\_

出生日期

Date of Birth: \_\_\_\_\_ (日 DD/月 MM/年 YY)

香港身份證號碼

HKID No.: \_\_\_\_\_

是否香港永久性居民?

Are you a Hong Kong Permanent Resident? ☐ 是 Yes ☐ 否 No

性別

Gender:

☐

男 M

☐

女 F

(請附上照片 Attach a photo here)

國籍

Nationality: \_\_\_\_\_

住址

Residential Address: \_\_\_\_\_

(請勿填寫學生宿舍地址 Student hostel address not acceptable)

流動電話號碼

Mobile Phone Number: \_\_\_\_\_

電郵地址

Email Address: \_\_\_\_\_

就讀院校

University: \_\_\_\_\_

年級

Year: \_\_\_\_\_

全日制學士學位課程

Full-time Bachelor Programme: \_\_\_\_\_

現時所有科目平均積點

Cumulative GPA: \_\_\_\_\_

預計畢業日期

Expected Graduation Date: \_\_\_\_\_/\_\_\_\_\_(月 MM/年 YY)

**(B) 教育／工作經驗 Education/Working Experience**

曾經就讀的中學或專上院校（只需填報最近期的紀錄）

Secondary School or post-secondary institution attended (please provide the most recent record only)

中學／專上院校 Secondary School / Post-secondary Institution	就讀的課程 Programme Attended/Attending	由 From	至 To
		(月 MM/年 YY)	

最近三年的工作經驗如兼職或實習計劃詳情（按任職的日期順序列出）

Full employment records of the most recent three years (in chronological order)

公司／機構 Company/Organisation	全職 Full-Time	兼職 Part-Time	實習 Internship	職位 Position Held	工作性質 Nature of Work	由 From	至 To
						(月 MM/年 YY)	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

\*如表格上的空位不敷使用，請另頁填寫。

If there is insufficient space in the form, please give details on a separate sheet.

最近三年曾經以學員身分參與過的師友計劃

Participation in mentorship programmes as a mentee in the most recent three years

主辦方 Organiser	計劃名稱 Name of the Programme	由 From	至 To
		(月 MM/年 YY)	

**(C) 社區／志願服務經驗 Community/Voluntary Service Experience**

你曾否參與任何社區／志願服務、青年發展活動，或任何學生會／學會／會社服務？

☐ 有 Yes ☐ 沒有 No

Have you ever taken part in any community/voluntary service, youth development activities or service of student union/society/club?

若有，請於下表提供三個最具代表性的社區／志願服務、婦女／青年發展活動，以及學生會／學會／會社服務的資料\*

If Yes, please provide the information of the **three most significant activities** (e.g. community/voluntary service, women/youth development activities, and service of student union/society/club) **participated/participating** by filling in the following table\*

機構／活動 Organisation/Activity	服務／活動詳情 Service/Activity Details	在服務中的貢獻 Significant Contributions	由From	至 To
			(月 MM/年 YY)	

\* 上述活動的有關證明文件必須於要求時提供，以作核實。未能提供證明的服務及／或活動或將不獲評審委員會考慮。 The **relevant supporting documents of the abovementioned activities should be provided upon request** for verification. The Selection Committee may refuse to consider services and/or activities without documentary proof.

**(D) 感興趣行業／範疇 Interested Industries / Professions**

為安排友師，請按1-5順序列出最感興趣／願意認識的行業／範疇（「1」為最感興趣／願意認識）。 For mentor matching purpose, please select the **five industries / professions you are interested/willing to explore** by ranking 1-5 ("1" indicating most interested/willing to explore).

—	會計 Accounting	—	銀行業 Banking	—	教育、公用事業及法定機構 Education, Public Utilities and Statutory bodies
—	酒店及旅遊產業 Hotel and Tourism	—	創新科技 Innovation and Technology	—	法律服務 Legal Services
—	地產及企業集團 Real Estate and Conglomerate	—	證券、投資及保險業 Securities, Investment and Insurance	—	貿易、零售、供應鏈及認證 Trade, Retail, Supply Chain and Certification

\* 請備悉獲配對之友師或未能完全按照個人意願作出安排。

Please note that the mentor assigned may not be in accordance with personal preference.

**(E) 其他資料 Other Information**

你是否民青局「連青人網絡」的會員？  
Are you a member of the Youth Link of Home and Youth Affairs Bureau?

☐ 是 Yes ☐ 否 No

如為「連青人網絡」會員，

請註明於「連青人網絡」登記的電郵地址

If Yes, please indicate the email address registered under the  
“Youth Link”

\_\_\_\_\_

你是否殘疾人士？  
Are you a candidate with disability?

☐ 是 Yes ☐ 否 No

如為殘疾人士，請註明殘疾性質及程度

If Yes, please indicate nature and degree of disability

\_\_\_\_\_

請註明在參加評選時，是否需要特別的安排？

Please specify whether you need special arrangement when participating in the selection session? ☐ 是 Yes ☐ 否 No

如需特別安排，請列明有關要求

If Yes, please specify the arrangement required for participating in the selection session

\_\_\_\_\_

**(F) 自我介紹 Self-Introduction**

請以不多於中文400字或英文600字撰寫一篇自我介紹的文章，內容須包括但不限於以下題材：

- 1) 申請這項計劃的理由；
- 2) 對是次計劃的期望；
- 3) 個人強項及特別技能（如適用）；
- 4) 畢業後的發展計劃（例如行業及地區）。

Please write a self-introduction essay within 400 words in Chinese or 600 words in English. The content should include but not limited to the following topics:

- 1) Reasons for applying for this programme;
- 2) Expectations for this programme;
- 3) Personal strengths and special talent (if any);
- 4) Aspiration and plans upon graduation (e.g. industry and region).



中文姓名 Name in Chinese : \_\_\_\_\_

英文姓名 Name in English : \_\_\_\_\_

請以不多於中文 200 字或英文 300 字回答以下問題：

你的人生願望清單上最重要的事情是什麼？原因為何？

Please answer the following question within 200 words in Chinese or 300 words in English:

What is at the top of your bucket list and why?

中文姓名 Name in Chinese : \_\_\_\_\_

英文姓名 Name in English : \_\_\_\_\_

## (G) 聲 明 Declaration

- (1) 我同意申請並有機會獲提名參加由民政及青年事務局和婦女事務委員會（下稱「主辦方」）合辦的「『友』妳啟導」友師計劃2025」（下稱「計劃」），同時我明白在我遵從於下文及／或其他信函中訂定的條款和細則的前提下，主辦方對我參加計劃的資格擁有最終決定權。

I agree to apply and have a chance be nominated to participate in the "'She Inspires' Mentorship Programme 2025" (hereinafter referred to as "the Programme") jointly organised by the HYAB and the WoC (hereinafter referred to as the "Organisers") while I understand that the Organisers have the final decision on my eligibility to participate in the Programme, subject to my compliance to the terms and conditions as set out below and/or in other correspondence.

- (2) 我確認目前的健康狀況適合參加計劃和相關活動，並同意在需要時根據主辦方的要求就我的健康狀況作出聲明。

I confirm that my current health status is suitable for participating in the Programme and related activities, and agree to make detailed health declarations as required by the Organisers when needed.

- (3) 我承諾一旦獲選，定當積極參與計劃並：

If selected, I will actively participate in the Programme and undertake to:

- i. 出席計劃下**所有**必須參與的活動（例如迎新活動、簡報會、與友師會面、培訓、及參觀／團體活動等）；  
attend **ALL** compulsory activities under the Programme (e.g. orientation activities, briefings, meeting with mentors, trainings, and visits / group activities, etc.);
  - ii. 準備或撰寫有關計劃所要求的報告及分享（例如專題研習或個人感想分享）；  
prepare or compile reports and presentations (e.g. thematic projects or personal sharing) in relation to the Programme as required;
  - iii. 應主辦方的邀請，出席相關的會議及活動；以及  
attend the meetings and functions organised by the Organisers as and when invited; and
  - iv. 同意主辦方在媒體中使用我的圖像及／或錄像作宣傳及推廣用途（如有需要）。  
accept that my images and/or videos be used by the Organisers for publicity and promotion purpose in media, if necessary.
- (4) 未經主辦方的許可，不得向外界披露主辦方、友師、學員、以及其他與計劃相關的外部各方之間的所有聯繫（不論任何形式）。

All communications, in whatever formats, among the Organisers, the mentors, the mentees, and other parties concerned during the Programme should not be disclosed to external parties without the Organisers' permission.

- (5) 我了解公眾對學員寄予厚望。我將以誠實的態度行事，並且不會以任何可能有損計劃聲名或使計劃受到爭議的方式行事。作為一個守法的公民，我不會參加任何非法活動。

I understand that the public has high expectations on mentees. I shall act with integrity and

will not behave in any way that will bring the Programme into disrepute or controversy. As a law-abiding citizen, I declare that I will not engage in and will not take part in any unlawful activities.

(6) 我明白如果我未能履行任何上述的職責，我或會被免除計劃參加者的身份。

I understand that should I fail to discharge my responsibilities as mentioned above, I may no longer be required as a participant in the Programme.

如有機會，我希望

If opportunities arise, I wish to

- ☐ 獲考慮參加其他由民政及青年事務局及／或婦女事務委員會主辦的活動。  
be considered for participating in other activities organised by the HYAB and/or the WoC.
- ☐ 把我的個人資料加入中央資料庫，讓有關政策局和部門在考慮轄下諮詢及法定組織的成員人選時，我有機會被納入考慮之列。  
include my personal data in the centralised database, so that I may be considered when relevant Bureaux/Departments appoint members to the advisory and statutory bodies under their purview.
- ☐ 接收由民政及青年事務局及婦女事務委員會發出的資訊。  
receive information from the HYAB and the WoC.

申請人簽署  
Signature of applicant : \_\_\_\_\_

申請人姓名  
Name of applicant : \_\_\_\_\_

香港身份證號碼  
HKID number : \_\_\_\_\_

日 期  
Date : \_\_\_\_\_

第二部份    由提名本港大學填寫  
Part II        To be completed by the local University

本院校現提名\_\_\_\_\_ (獲提名人姓名) 參與「『友』妳啟導」友師計劃」2025」。

Our University nominates \_\_\_\_\_ (Name of nominee)  
to participate in the “She Inspires” Mentorship Programme 2025.

負責人簽署^#  
Signature of person-in-charge : \_\_\_\_\_

負責人姓名#  
Name of person-in-charge : \_\_\_\_\_

職 位  
Post : \_\_\_\_\_

提名大學  
Nominating University : \_\_\_\_\_

聯絡電話  
Contact number : \_\_\_\_\_

電郵地址  
Email address : \_\_\_\_\_

日 期  
Date : \_\_\_\_\_

^ 接受電子簽名。

*E-signature is acceptable.*

# 請大學授權代表簽署本表格。

*This form should be signed by the authorised person or his/her designee of the University.*

參考編號

Reference no.: \_\_\_\_\_

(此欄由主辦機構填寫 For official use only)