Every FIFE Fund recipient needs to submit an annual learning report to CEDARS.

**What is a Learning Report?**
- It is a **reflection** on the learning experiences with an emphasis on insights, intellectual gains, learning impact and outcomes;
- It is **not** a travelogue or summary of itineraries.

In general, your Learning Report should demonstrate that:
- You have embraced the intellectual challenges of higher education as stated in your learning plan;
- Your participation in the activity has enhanced your learning and development; and
- You have benefited from the concept of “paying forward”.

**You should consider the following questions when you write your Report:**
- How did the activity/programme relate to your learning plan and learning goals?
- What are the insights, intellectual gains and learning outcomes (i.e. skills, knowledge and attitudes, such as service learning attitude, career aspirations, perspective of seeing things and commitment as a global citizen) that you have obtained by joining the activity/programme?
- How does the activity enrich your life and learning experience?
- What do you learn and benefit from the concept of “paying forward”? How would you promote it in future?

**Format of your Learning Report**

The Report should be in the following format:
- A photo essay in English with no less than 500 words and 5 photos (each photo should has an English caption) (Please refer to the below template for your reference): **OR**
- A video in English (at least 3 mins in duration).
The First-in-the Family Education Fund  
Learning Report 2009-10

Part A: Personal Information
Name: Chan Tai Ming, David  
University No.: 200900000  
Faculty: Faculty of Business & Economics  
Major: Accounting and Finance

Part B: Information of Learning Activity (Please add if you have joined more than one programme or activity)
Activity 1
- Name of Programme/Activity: HKU Worldwide Exchange Programme  
- Ref. No.: 2008012345001  
- Organizer: Office of International Student Exchange, HKU  
- Type of Programme/Activity: Study tour (academic related)  
- Date of the Programme: 1 January 2010 to 31 May 2010  
- Destination: New York, USA  
- Major Activities of the Programme/Activity: one year academic exchange, during which I have engaged in two local social service projects and participated in several local tours organized by the hosting university

Activity 2
- Name of Programme/Activity:  
- Ref. No.: 2008012345002  
- Organizer:  
- Type of Programme/Activity:  
- Date of the Programme/ Activity:  
- Destination:  
- Major Activities of the Programme/Activity:

Part C: Report and Reflection on the Learning Activity (about 500 words)