

二零零七至二零零八年度教職員資助計劃簡介

國際會議津貼計劃

(☎2609 8654)

此計劃由基金會贊助，目的為鼓勵聯合書院教員出席國際會議及發表論文，書院資助部份會議註冊費、交通及住宿費用。每項申請最高資助額為港幣八千元，每位教員每年最多可獲港幣一萬元的資助。申請人必須於出席會議前呈交申請。本計劃全年均接受申請。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡書院文化交流及研究委員會秘書陸敏兒女士。

訪問研究學人計劃

(☎ 2609 8654)

訪問研究學人計劃由基金會贊助，目的為提供聯合書院教員資助，邀請國內外訪問學人蒞院進行合作研究或於聯合書院校園內進行學術交流活動。訪問為期1至3個月，訪問研究學人將獲給予每月港幣九千元的生活津貼。訪問研究學人可租住書院訪客單位。本計劃全年均接受申請。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡書院文化交流及研究委員會秘書陸敏兒女士。

書院基金研究津貼計劃及利希慎基金研究津貼計劃

(☎ 2609 8654)

書院基金研究津貼計劃及利希慎基金研究津貼計劃於一九八九年成立，旨在提供津貼資助書院教員，特別是資助年資較淺的同事，進行各類型的研究計劃。每項申請最多可獲港幣三萬元津貼。計劃於每年八月開始接受申請，結果於每年十月底公佈。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡書院文化交流及研究委員會秘書陸敏兒女士。

國際會議資助計劃

(☎ 2609 8654)

此計劃由基金會贊助，目的為提供財政資助予不同學系及單位舉辦本地的國際學術會議。每個申請最高資助額為港幣三萬元，作為籌備學術會議的開拔費。申請人必須於會議完成後向書院提交財政報告，如有盈餘，學系須向書院歸還開拔費。本計劃於全年三月及七月接受申請，申請由書院常務委員會審議，結果分別於每年四月中及八月中公佈。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡書院學生輔導處陸敏兒女士。

教職員著作出版資助計劃

(☎ 2609 8654)

為鼓勵本院教職員積極從事研究及著述，並將研究成果或作品出版，從而提高教職員在其本身專業及學術界的地位，及令作品能夠獲得適當的評價及認同，聯合書院基金會於二零零五年起撥款資助成立「教職員著作出版資助計劃」，資助本院教職員出版研究成果。計劃於每年一月公開接受申請。申請人須填妥申請表格，連同著作原稿件及電腦檔案，於該年七月三十一日前寄書院出版委員會秘書陸敏兒女士收。

到訪傑出學人

(☎ 2609 7598)

由書院基金會贊助之「到訪傑出學人」計劃每年邀請國際知名學者到訪書院，進行學術交流活動。到訪傑出學人及其配偶之來回機票(商務客位)、宿費及酬金港幣二萬元均由本計劃贊助。至於訪問活動之細節則由「到訪傑出學人」委員會及提名人共同安排，一般包括兩至三次公開講座及師生學術交流活動等。「到訪傑出學人」計劃於九月至十月進行公開提名，以落實下一學年的到訪傑出學人人選。查詢計劃詳情或索取提名表格可致電書院到訪傑出學人委員會秘書林偉源先生。

學生校園培訓及服務獎勵計劃

(☎ 2609 8657)

本計劃旨在為書院同事提供經濟支持，任用書院本科生作學生助手，協助研究及行政工作。學生助手目前的獎勵金額為每小時港幣50元。本計劃由書院學生工讀計劃委員會執行。申請表格可在書院網頁下載。每年兩輪的申請時間一般在5月及11月進行，每位同事均會個別收到有關申請表格，書院亦會作出公佈。查詢請聯絡書院學生工讀計劃委員會秘書陳鄧翠怡女士。

講座津貼

(☎ 2609 7577)

書院教職員如欲邀請著名學者到港，於學系舉行講座或研討會，可向書院申請資助予講者。每項申請資助（一般不超過港幣三千元）可用於支付宴會、宣傳或酬金等開支。申請信函及講者履歷表請致書院院務主任李雷寶玲女士。

師生交流津貼

(☎ 2696 1844)

師生交流津貼的設立是為了加強聯合書院全職教員及行政人員與書院學生在課餘時間的溝通和交流，每名成員的全年基本津貼額為港幣五百元。而GEU4011通識科老師、院系聯絡人及舍監會有額外的津貼金額。每次聚餐之報銷金額以每名聯合師生港幣五十元為限。津貼申請手續全年均可辦理。有關申請表格和指引可聯絡書院學生輔導處徐麗明女士。

文怡閣

(☎ 2609 8657)

聯合書院教職員會所「文怡閣」位於張祝珊師生康樂中心頂樓，歡迎書院同仁使用。「文怡閣」的開放時間為中午十二時至下午三時（週一至週五）。如經預訂，亦可在其他時間提供服務。「文怡閣」內設施包括有大堂雅座、會議室及宴會廳。書院於學期內定期舉行「週五午餐」，亦不時舉辦「午餐講座」。「文怡閣」由書院生活委員會管理，委員會秘書為陳鄧翠怡女士。

聯合書院「師生共膳計劃」

(☎ 2609 8655)

為了加強院內師生的聯繫，聯合書院推出「聯合書院師生共膳計劃」。計劃以學院作為單位，書院邀請學院內師生一同出席於書院學生飯堂舉行的晚宴，透過輕鬆的聚會，加強彼此溝通，亦加深對書院的認識。此計劃是書院非形式教育的一部份。

聯合書院教職員聯誼會

(☎ 2609 7345)

聯合書院教職員聯誼會目的為加強教職員間的溝通及聯繫，為會員謀求福利及提供各類文娛活動，提高會員對書院的歸屬感。活動包括聖誕聯歡會、團年飯、新春團拜聯歡會、歡送晚宴、會員周年大會及其他戶外旅行等。會費為港幣\$150（甲類）/\$100（乙類及丙類）。如有查詢，請與書院教職員聯誼會秘書阮劍琴女士聯絡。

二零零七年六月

A Quick Guide to Staff Grants and Subsidy Schemes of United College 2007/2008

International Conference Grant Scheme

(☎ 2609 8654)

The objective of the International Conference Grant Scheme is to encourage staff members to attend and present research papers at international conferences. Subsidies normally cover part of the registration fee, traveling and accommodation expenses. The maximum grant for each application is HK\$8,000. A staff member may receive grants up to a maximum of HK\$10,000 for attending more than one conference within a period of twelve months. The applicant must apply for the grant prior to the conference. Applications are welcome all year round. Application forms are downloadable from College Webpage, or please contact Ms Amy Luk, Secretary of the Committee on Cultural Interchange and Research.

Resident Fellow Scheme

(☎ 2609 8654)

The Resident Fellow Scheme provides financial support for staff members to invite scholars from outside Hong Kong as resident fellows to conduct joint research projects or carry out academic exchange activities on the College campus. The residence period may be from one to three months. A resident fellow will receive from the College a monthly living allowance of HK\$9,000. Campus housing at the invited fellow's own expense may be provided subject to availability. Applications are welcome all year round. Nomination forms are downloadable from College Webpage, or please contact Ms Amy Luk, Secretary of the Committee on Cultural Interchange and Research.

Lee Hysan Foundation Research Grant Scheme

Endowment Fund Research Grant Scheme

(☎ 2609 8654)

These two research grant schemes were first established in 1989 to provide financial support to faculty members of the College to carry out academic research projects. The amount of grant for each project normally will not exceed HK\$30,000. Project proposals from junior staff members will be most welcome. Applications will be invited from staff members of the College in early August every year. Results will be announced in late October each year. Application forms are downloadable from College Webpage, or please contact Ms Amy Luk, Secretary of the Committee on Cultural Interchange and Research.

Conference Sponsorship Scheme

(☎ 2609 8654)

The College has set up a conference sponsorship scheme to provide financial sponsorship to academic departments and units of the University for organizing local and international conferences. A maximum of HK\$30,000 will be allocated as “seed money” for covering expenses associated with the organization of the conference. The designated conference account holder will be required to provide the College with a full financial report upon completion of the conference and return, on a pro rata basis, unused fund back to the College if the conference eventually has a credit balance in the final account. Interested parties will be invited to apply in March and July each year. All proposals will be considered by the Cabinet of United College and the outcomes announced in mid April and mid August. Application forms are downloadable from College Webpage, or please contact Ms Amy Luk, Dean of Students' Office, United College.

Staff Publications Scheme

(☎ 2609 8654)

This scheme was set up in 2005 to encourage the staff of United College to actively participate in research activities and to publish their findings. It is hoped that such activities will enhance their professional and academic standing and help them to gain recognition for their works. The scheme is open for application in January every year. The applicant has to complete an application form together with a hard copy and a soft copy of the manuscript under consideration of the College Publications Committee. The deadline for application will be 31 July every year. Application forms are downloadable from College Webpage, or please contact Ms Amy Luk, Secretary of College Publications Committee.

Distinguished Visiting Scholar Scheme

(☎ 2609 7598)

Each year, United College invites internationally renowned scholar to deliver on campus a series of public lectures on special topical issues. The invited scholar and his/her accompanying spouse will be provided with return air tickets (*business class*) as well as full accommodation and meals. The scholar will also be given a stipend of HK\$20,000. Nominations are invited from staff members from September to October for suitable candidates to be invited in the next academic year. Nomination forms are downloadable from College Webpage, or please contact Mr George Lam, Secretary of the Distinguished Visiting Scholar Committee.

Student Campus Training and Service Award Scheme

(☎ 2609 8657)

The aim of the Scheme is to provide financial support to staff of the College who may need to engage undergraduates of United College as helpers in research or administrative projects. The award rate for a student helper is currently HK\$50 per hour. The Scheme is administered by the Committee on Student Campus Work Scheme. Application forms are downloadable from College Webpage. The two exercises of application each financial year will usually be opened in May and November. Individual application form will be sent to each staff member with College affiliation. News on applications will be posted at "United News" too. Please contact Mrs Eastre Chan, Secretary of the Committee on Student Campus Work Scheme for enquiries.

Speaker's Fund

(☎ 2609 7577)

Members of the College who wish to invite renowned scholars passing through Hong Kong to give lectures or conduct seminars in their departments may apply for financial support from the Speaker's Fund. The subsidy for each application (normally not exceeding HK\$3,000) may be used to cover expenses on entertainment, publicity or honorarium for the Speaker. Applications are welcome all year round. Application letter with speaker's CV should be forwarded to the College Secretary, Mrs Christina Li.

Social Fund

(☎ 2696 1844)

The objective of the Social Fund is to strengthen contact and interaction between teachers and students outside the classroom. The College has set up the Social Fund to support expenses of United College teaching or administrative staff members when they take United College students out for meals/refreshments for consultation and advice. The yearly budget is \$500 per staff. Additional budget is allocated to supervisors of GEU4011, College Coordinators as well as Wardens. The allowance will cover meals for staff and students up to HK\$50 per person each time. Application is open all year round. Application forms are downloadable from College Webpage, or please contact Ms Judy Tsui, Dean of Students' Office, United College.

Staff Common Room

(☎ 2609 8657)

All College staff members are welcome to use the United College Staff Common Room at the top floor of Cheung Chuk Shan Amenities Centre. The opening hours are from 12:00 to 15:00 (Mondays to Fridays). Services on other hours could be provided on booking. Facilities include a common room, a conference room and a dining hall. "Friday Luncheons" are held regularly during the term time, with "Luncheon Talks" on special topics being held from time to time. The Staff Common Room is managed by the College Life Committee, with Mrs Eastre Chan as the Committee Secretary.

"United College Dinner"

(☎ 2609 8655)

United College organizes a new scheme titled the "College Dinner". The College Dinner is a part of the College non-formal education and the main objective of this scheme is to facilitate more interactions between College staff and students outside class. College staff and students of the same Faculty will be invited to join the dinner gathering specially arranged for their Faculty at the College student canteen.

United College Staff Association

(☎ 2609 7354)

The United College Staff Association has been established with the aim to promote harmonious fellowship among staff members of the College through social and recreational activities, and to strengthen their sense of belonging to the College. Annual activities include Christmas Party, Lunar New Year's Eve Luncheon, Lunar New Year Tea Party, Farewell Dinner, Annual General Meeting and other outing activities. Membership fee is HK\$150 for members on Terms of Service A and HK\$100 for those on Terms of Service B & C. For enquires please contact Ms Carol Yuen, Secretary of the College Staff Association at 2609 7345.