

## UNITED COLLEGE

### *A Quick Guide to Staff Grants and Subsidies 2008-09*

#### ***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 and travel 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. Applicants must apply for the grant prior to the conference before the three deadlines announced by the College. Application forms are downloadable from the College webpage, or can be obtained from 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 can 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. The applicant must apply to the College under the three deadlines announced by the College. Nomination forms are downloadable from College Webpage, or can be obtained from 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 established in 1989 to provide financial support to faculty members of the College to carry out academic research projects. The grant amount for each project will normally not exceed HK\$30,000. Project proposals from junior staff members are most welcome. Applications are invited from staff members of the College in early August every year. Results are announced in late October each year. Application forms are downloadable from College Webpage, or can be obtained from Ms Amy Luk, Secretary of the Committee on Cultural Interchange and Research.

#### ***Conference Sponsorship Scheme*** **(☎ 2609 8654)**

The College has established a conference sponsorship scheme to provide financial sponsorship to academic departments and units of the University for organising local and international conferences. A maximum of HK\$30,000 will be allocated as "seed money" for covering expenses associated with the organisation 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 funds to the College if the conference eventually has a credit balance in the final account. Interested parties are invited to apply in March and July each year. All proposals are considered by the Cabinet of United College and the outcomes are announced in mid-April and mid-August. Application forms are downloadable from College Webpage, or can be obtained from Ms Amy Luk, Dean of Students' Office, United College.

#### ***Staff Publications Scheme*** **(☎ 2609 8654)**

This scheme was set up in 2005 to encourage College staff to actively participate in research activities and 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 April 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 is late August every year. Application forms are downloadable from College Webpage, or can be obtained from Ms Amy Luk, Secretary of College Publications Committee.

#### ***Distinguished Visiting Scholar Scheme*** **(☎ 2609 7598)**

Each year, United College invites an internationally renowned scholar to deliver a series of public lectures on a special topical issue. The invited scholar and his/her accompanying spouse are provided with return air tickets (business class) as well as full accommodation and meals. The scholar is also given a stipend of HK\$20,000. Nominations are invited from staff members from October to December for suitable candidates to be invited in the next academic year. Nomination forms are downloadable from College Webpage, or can be obtained from 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. The two exercises of application each financial year will usually open in May and November. Application forms are downloadable from College Webpage, or can be obtained from Mrs Eastre Chan, Secretary of the Committee on Student Campus Work Scheme.

### **Speaker's Fund**

(☎ 2609 7577)

Members of the College who wish to invite renowned scholars to 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) can be used to cover entertainment or publicity expenses, or as an honorarium for the speaker. Applications are welcome all year round. An 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. It supports 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 \$1000 per staff member. Additional budget is allocated to supervisors of GEU4011, College Coordinators, Wardens, PE teachers as well as Leaders of Study Tours. The allowance covers meals for staff and students of up to HK\$100 per person each time. Application is open all year round. Application forms are downloadable from College Webpage, or can be obtained from Ms Candy Shek, Dean of Students' Office.

### **Staff Common Room**

(☎ 2609 8657)

All College staff members are welcome to use the United College Staff Common Room on the top floor of the Cheung Chuk Shan Amenities Building. The opening hours are from 12:00 nn to 3:00 pm (Mondays to Fridays). Services at other hours can be provided through booking. Facilities include a common room, a conference room and a dining hall. "Friday Luncheons" are held regularly during 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. Please call Mrs Eastre Chan, Secretary of the College Life Committee, at 2609 8657 for further enquiries.

### **Si Yuan Amenities Centre**

(☎ 2609 7574)

The Centre is located on the lower ground floor of T C Cheng Building, United College. All staff, students and alumni of the Chinese University of Hong Kong are welcomed to make use of the splendid services and facilities of the Centre including the pub, karaoke room and private function room. For booking and reservation, please call 2609 7574.

### **"United College Dinner"**

(☎ 2609 8655)

The College Dinner is a part of the College's non-formal education offerings and its main objective is to facilitate more interactions between College staff and students outside class. College staff and students of the same faculty are invited to join dinner gatherings specially arranged for their faculty at the College student canteen. Please contact Mrs Jackie Chow, Dean of Students' Office, for further enquiries.

### **United College Staff Association**

(☎ 2696 1844)

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 and C. For enquires please contact Ms Candy Shek, Honorary Secretary of United College Staff Association.

### **United College Sports Facilities**

(☎ 2609 7539)

The United College Sports Facilities are open on Sundays during academic term for United College members including Staff, Students and Alumni who have joined the United College Alumni Association. Family members of Staff and Alumni are also welcome. The facilities will be provided free-of-charge on a first-come-first-served basis and advance booking is not necessary (except for Tennis Courts). For enquiries, please contact United College Physical Education Unit at 2609 7539.

August 2008

**Note:** To encourage active participation in College programmes and to optimize allocation of resources, the Assembly of Fellows has, at its 100<sup>th</sup> meeting held on 6 June 2008, agreed that College contribution of the applicants be one of the selection criteria in considering applications for various staff schemes.

## 聯合書院 2008-09書院教職員津貼及資助計劃

### 國際會議津貼計劃

(☎ 2609 8654)

此計劃由書院基金會贊助，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，每位教員在過去十二個月內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，並於每學年書院公佈之三個截止日期前提交申請。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡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書院基金會贊助，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。訪問為期一至三個月，訪問研究學人獲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。提名人須向委員會填交提名表格，並於書院公佈之三個截止日期前提交申請。歡迎於書院網頁下載報名表格及計劃詳情，或聯絡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。

### 學術研討會贊助計劃

(☎ 2609 8654)

此計劃由書院基金會贊助，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交流活動等。「到訪傑出學人」計劃於十月至十二月公開提名，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五十元。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五月及十一月進行，請留意書院公佈。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。申請信及講者履歷表請擲交書院院務主任李雷寶玲女士。

### 師生交流津貼

(☎ 2696 1844)

師生交流津貼為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而設，每名成員的全年基本津貼額為港幣一千元。而GEU4011通識科老師、院系聯絡人、舍監、體育部老師、交流團領隊等將有額外的津貼金額。每次聚餐之報銷金額以每名聯合師生港幣一百元為限。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石曉風女士。

### 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大樓頂樓，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，查詢詳情請聯絡書院生活委員會秘書陳鄧翠怡女士。

### 思源文娛中心

(☎ 2609 7574)

思源文娛中心(思源館)位於書院鄭棟材樓地庫，歡迎中大師生及校友使用。中心內設有酒吧、表演台、私人宴會室等供使用或租用。訂座及查詢請致電2609 7574。

### 聯合書院「師生共膳計劃」

(☎ 2609 8655)

聯合書院師生共膳計劃旨在加強院內師生的聯繫，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。查詢詳情請與書院學生輔導處周鐘寶華女士聯絡。

### 聯合書院教職員聯誼會

(☎ 2696 1844)

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，請與書院聯誼會義務秘書石曉風女士聯絡。

### 聯合書院運動設施

(☎ 2609 7539)

本院書院運動設施於授課期內之星期日特別開放予本院教職員、學生及書院校友會會員使用，亦歡迎教職員及校友家屬使用。各項設施不設收費，並以先到先得形式提供。除網球場外，其他設施均毋須預約。查詢請致電聯合書院體育部2609 7539。

二零零八年八月

**備註：**為鼓勵教職員積極參與書院活動，及更有效分配資源，書院院務委員會於二零零八年六月六日之第一百次會議上同意教職員對書院之貢獻將成為批核各項資助計劃的考慮因素之一。