
A Quick Guide to United College Staff Grant, Support and Facilities 2011-2012

International Conference Grant Scheme (☎ 3943 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 (1 August 2011, 30 November 2011 and 30 March 2012). Application forms are downloadable from the College Webpage during application periods, or can be obtained from Ms Amy M Y Luk, Secretary of the Committee on Cultural Interchange and Research.

Resident Fellow Scheme (☎ 3943 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 (1 August 2011, 30 November 2011 and 30 March 2012). Nomination forms are downloadable from College Webpage during application periods, or can be obtained from Ms Amy M Y Luk, Secretary of the Committee on Cultural Interchange and Research.

Lee Hysan Foundation Research Grant Scheme Endowment Fund Research Grant Scheme (☎ 3943 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 mid September. Results are announced in late November. Application forms are downloadable from College Webpage during application period, or can be obtained from Ms Amy M Y Luk, Secretary of the Committee on Cultural Interchange and Research.

Conference Sponsorship Scheme (☎ 3943 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 as "seed money". 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 November each year. All proposals are considered by the Cabinet of United College and the outcomes are announced in late December. If funding is not yet exhausted in this first round allocation, a second round application will be called in March in the following year. Application forms are downloadable from College Webpage during application periods, or can be obtained from Ms Amy M Y Luk, Dean of Students' Office, United College.

Staff Publications Scheme (☎ 3943 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 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. Application forms are downloadable from College Webpage during application period, or can be obtained from Ms Amy M Y Luk, Secretary of College Publications Committee.

Distinguished Visiting Scholar Scheme (☎ 3943 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 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 September to October 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 W Y Lam, Secretary of the Distinguished Visiting Scholar Committee.

Student Campus Training and Service Award Scheme (☎ 3943 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**(☎ 3943 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**(☎ 3943 8656)**

The Social Fund was set up with the aim of fostering personal interaction and strengthening contacts among teachers and students of United College outside of the classroom. As such, it covers expenses incurred by teaching and administrative staff of United College while engaged in consultation, tutorial and such other legitimate activities in relation to their teaching and mentoring duties. The yearly budget is \$1,000 per staff member but the maximum claim is \$100 per person per occasion. Additional funds have been allocated to supervisors of GEUC4011, College Coordinators, Wardens, PE Teachers as well as leaders of study tours. Application is open year around. Application forms are downloadable from College webpage, or can be obtained from Mrs Joyce Wu, Dean of Students' Office, United College.

Staff Common Room**(☎ 3943 8657)**

All College staff members are welcome to use the United College Staff Common Room on the 3/F 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 contact Mrs Eastre Chan, Secretary of the College Life Committee for further enquiries.

Si Yuan Amenities Centre**(☎ 2603 7486)**

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 welcome to make use of the splendid services and facilities of the Centre including the pub, performance stage, karaoke room, pool table and private function room. For booking and reservation, please call 2603 7486.

United College Dinner**(☎ 3943 1696)**

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 at the College student canteen. Please contact Ms Kammy K L Chan, Dean of Students' Office, United College for further enquiries.

United College Staff Residence**(☎ 3943 7345)**

The United College Staff Residence is located on United Road opposite Hang Seng Hall. There are 20 family units at the Residence for United College staff who are not entitled to other housing benefits, and for visitors. The College is responsible for the management of the staff residence.

United College Staff Association**(☎ 3943 8657)**

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, Annual General Meeting and other outing activities. Annual 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 Mrs Eastre Chan, Honorary Secretary of United College Staff Association.

United College Sports Facilities**(☎ 3943 7539)**

The United College Sports Facilities are open on Mondays to Saturdays in general, and in particular 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 3943 7539.

August 2011

Note: To encourage active participation in College programmes and to optimize allocation of resources, the Assembly of Fellows has, at its 100th 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.