

香港中文大學聯合書院
國際學術會議津貼計劃詳情

1. 目的

為鼓勵本院教職員積極參與國際學術會議，聯合書院基金特資助設立國際學術會議津貼計劃，由本院文化交流及研究委員會全權管理（該會主席為書院院長，委員由院務委員會選出，每學院有代表一名）。

2. 規則

津貼之申請將依下列規則辦理：

- 一、 申請人須為本院全職、合約或客座教師。
- 二、 所參加之學術會議必須為國際所公認並經正式公佈。
- 三、 申請人必須在該會議上宣讀論文。
- 四、 申請人必須先向大學及所屬學系申請會議津貼，並將申請結果填報。
- 五、 申請人必須於出席會議前提交申請，並於以下三個截止日期前寄回聯合書院：
 - 2019年7月31日
 - 2019年11月29日
 - 2020年3月31日
- 六、 文化交流及研究委員會將考慮申請人對書院之貢獻。
- 七、 新入職而首年不獲大學會議津貼的同事將予以特別考慮。
- 八、 獲津貼者須於會議後向委員會提交簡報。

3. 津貼金額

- 一、 每名申請人每次參加學術會議之最高津貼額為八千元。
- 二、 同一申請人在十二個月內所獲之津貼總額不會超過一萬元。
- 三、 申請人所取得之各項津貼總額不得多於其所需支付之全部費用。

4. 表決

各申請均由聯合書院文化交流及研究委員會全權處理，委員會通常以該國際學術會議之性質、所需之經費、其他財政來源及申請人對書院之貢獻為考慮基礎。而委員會成員之申請則須由校董會主席或基金委員會主席批准，方能生效。

5. 申請辦法

申請人必須於參加會議前填妥申請表格，連同有關文件，如會議簡章、與會議主辦當局之來往函件、宣讀論文摘要、付款收據及報價單等，寄聯合書院文化交流及研究委員會秘書收。

United College
The Chinese University of Hong Kong
Guidelines of the International Conference Grant Scheme

1. Purpose

The purpose of the grant is to encourage staff of the College to participate in scholarly conference of international stature in overseas.

The grant, supported by United College Endowment Fund is to be administered by the United College Committee on Cultural Interchange and Research (the Committee) consisting of the College Head (Chairman) and members elected by the College Assembly of Fellows.

2. Conditions

The grant is to be awarded in accordance with the following conditions:

- a. The Applicant must be a full-time (permanent/contract/visiting) staff member of United College.
- b. The conference must be of international stature and has been formally announced as such.
- c. The Applicant must present the paper personally at the conference.
- d. The Applicant must first apply to the University and respective department for conference grants, results of which should be stated on the Application Form.
- e. The Applicant must apply for the grant prior to the conference under the following three deadlines:
 - 31 July 2019
 - 29 November 2019
 - 31 March 2020
- f. The Applicant's contribution to the College will be considered.
- g. New staff in their first year of service will be granted special consideration if they are not eligible for the University's international conference grant.
- h. The successful Applicant must submit a brief report to the Committee after the conference.

3. Amount of Grant

- a. The grant for each conference shall not exceed HK\$8,000.
- b. The total grant received by the same Applicant over a 12-month period shall not exceed HK\$10,000.
- c. The total amount to be received by the Applicant from all sources for the Conference shall not exceed total expenditure.

4. Consideration

The Committee on Cultural Interchange and Research will consider the grant for each application on the basis of the nature of the conference, the amount applied for, other financial resources available, and the contribution of the Applicant to the College. Grants to members of the Committee shall require the endorsement of the Chairman of the Board of Trustees or the Chairman of the Endowment Fund Committee.

5. How to apply

The completed application form together with supporting documents, such as the conference brochure, invitation/correspondence issued by the conference organiser, abstract of the paper and receipts/invoices for the conference expenses, etc., should be sent to the Secretary of the Committee, c/o the College Office before the conference.