





**United College, CUHK**  
**Student Campus Training and Service Award Scheme**  
✧ **Stipulations** ✧

**1. Aims**

- 1.1 To provide students with training and service opportunities in the campus, as well as to allow them to gain financial assistance.
- 1.2 To provide College staff members with student helpers when needed.  
(Joint projects of UC staff and non-UC staff are eligible to apply, provided that the UC staff is the principal supervisor for the projects.)
- 1.3 To strengthen a sense of belonging to the College among students/staff.

**2. Administration**

- 2.1 The **Student Campus Work Scheme Committee** applies funding annually from the **College Endowment Fund**. Upon the approval of capital funding, the Committee invites applications from staff members of the College.
- 2.2 The financial year of the **Scheme** goes with that of the College Endowment Fund from July to June.

**3. Guidelines for Fund Allocation**

- 3.1 Projects promoting College life will be given priority.
- 3.2 Recurrent projects will be given lower priority after the first year.
- 3.3 Projects involving personal commercial benefits of the project supervisors will not be considered.
- 3.4 A Form on “Staff Contribution to the College” has been used from 2009/2010.

**4. Nature of Training and Service**

- 4.1 Assisting teaching/administrative staff in conducting research and to provide clerical support.
- 4.2 Any other nature as approved by the Committee.

**5. Engagement of Student Helpers**

- 5.1 Award amount: **HK\$63** per hour (including HK\$3 which is 5% MPF of HK\$60).
- 5.2 **Student helpers must be currently registered undergraduate students of United College, CUHK.**

**(With effect from the academic year 2008/09, the Immigration Department has relaxed the employment restriction for non-local students. Non-local students of full-time, locally accredited programmes at degree level or above whose study period is not less than one academic year may take up part-time on-campus employment.)**

5.3 (a) For record purpose and random check by the immigration Department, non-local students are required to complete a Log Sheet, with the endorsement of the project supervisor, and return it to the Career Planning and Development Centre of the University's Office of Student Affairs(OSA), 2/F., Benjamin Franklin Centre, after completion of the project.

(b) A copy of the "No Objection Letter" issued by the Immigration Department should be attached to the "Log Sheet".

#### 5.4 Conditions of engagement as Student Helpers with the University:

(a) Students will **NOT be allowed to work for 18 hours or more in any one week.**

(b) All lunch/dinner hours must be excluded.

## 6. Recruitment of Student Helpers

6.1 Project supervisors are expected to recruit appropriate students themselves.

6.2 A list of project titles and names of supervisors is to be released in the College Homepage, as well as notice boards of the Student Union, in order to invite more interested students to apply for training opportunities from project supervisors.

6.3 To recruit student helpers, project supervisors are advised to post a note at the Department's notice board, if needed, so as to allow more interested students to approach the supervisors.

6.4 The Dean of Students' Office of United College has been keeping a file of students seeking training opportunities. Project supervisors are most welcome to make reference to the file, if needed.

## \*7. Payment to Student Helpers

7.1 You are required to settle the award payment to student helpers with an account of your Department/Unit first. Internal transfer from our Scheme will be made after the completion of your project.

## 8. Acknowledgement

8.1 Acknowledgement of financial support from the Scheme should be made in any publication/thesis produced in the project.

8.2 For equipment construction projects, the finished products should be retained at the University campus.

## 9. Remarks

9.1 Upon the end of each financial year, a list of projects receiving funding from the Scheme may be published in "United News" of the College, for information of other members in the University.

~ End ~

UNITED COLLEGE STUDENT CAMPUS TRAINING AND SERVICE AWARD SCHEME  
聯合書院學生校園培訓及服務獎勵計劃

SUPPLEMENTARY INFORMATION ON STAFF CONTRIBUTION TO THE COLLEGE  
附加資料 — 教職員對書院貢獻

Preamble  
前言

United College has been offering various schemes to encourage its staff members on academic pursuit, research, publication and interaction with students. With the increasing demand for such schemes in recent years, the Assembly of Fellow 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.

聯合書院一向為教職員提供不同的資助計劃，以鼓勵教職員在學術、研究、出版及與學生交流方面努力。近年隨著有關資助的需求日漸增加，院務委員會於二零零八年六月六日第一百次會議上同意教職員對書院之貢獻將成為考慮各資助計劃批款因素之一。

College Contribution / Involvement  
對書院之貢獻及參與

To support your application, please kindly tick the following box(es) if appropriate:  
為支持閣下申請，請在以下適當位置填上 ✓ 號。

<input type="checkbox"/>	Dean of Students 輔導長	Year 年資: _____
<input type="checkbox"/>	Dean of General Education 通識教育主任	Year 年資: _____
<input type="checkbox"/>	Associate Dean of General Education 通識教育副主任	Year 年資: _____
<input type="checkbox"/>	Fellow 院務委員	Year 年資: _____
<input type="checkbox"/>	Chairperson of College Committee / Task Force with Terms 書院各委員會 / 小組主席及任期	
<hr/>		
<input type="checkbox"/>	Member of College Committee / Task Force / Selection Panel with Dates 書院各委員會 / 小組 / 評審小組成員及任期	
<hr/>		
<input type="checkbox"/>	Senior College Tutor 書院資深導師	
<input type="checkbox"/>	Teacher of GEUC Course 擔任書院通識教育課程的導師	
	Course Code 課程編號: GEUC _____	Year 年資: _____
<input type="checkbox"/>	Warden of Hostel / Non-residential Hall 宿舍 / 走讀生舍堂堂監	_____
<input type="checkbox"/>	Debate Team Warden 辯論隊隊監	_____
<input type="checkbox"/>	Leader of Study Tours 交流團領隊	_____
<hr/>		
<input type="checkbox"/>	College Co-ordinator 書院院系聯絡人	Year 年資: _____
<input type="checkbox"/>	College Teaching Staff 書院教職員	<input type="checkbox"/> College Administration Staff 書院行政人員
<input type="checkbox"/>	College Alumni 書院校友	<input type="checkbox"/> University Administration Staff 大學行政人員
<input type="checkbox"/>	Tutorial Scheme 導修計劃	_____
<input type="checkbox"/>	Assistance to Language Table / Toastmaster Club / Others with Dates 協助書院語文桌 / 國際演講會 / 其他及日期	
<hr/>		
<input type="checkbox"/>	Attendance in College Activities with Dates 出席書院活動及日期	
<hr/>		
<input type="checkbox"/>	Other Contribution(s) to United College 對聯合書院之其他貢獻	
<hr/>		
<input type="checkbox"/>	Year of Joining CUHK 入職大學年份: _____	<input type="checkbox"/> Year of Joining United College 加入聯合書院年份: _____

**Applicant's Signature** 申請人簽署

**Date** 日期

\_\_\_\_\_  
Name 姓名:

The above information collected would be one of the selection criteria in your application, although the College contribution would not be quantified and no merit system would be derived from the information. Thank you very much.  
以上資料只作閣下申請的其中一個考慮因素，書院不會採用計分制及量化書院之貢獻。謝謝！