

To : All Academic & Administrative Staff Members of United College
From : Chairman, Committee on Student Campus Work Scheme, United College
Date : 17 November 2022

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Student Campus Training and Service Award Scheme for 2022-23

Application (2nd Fund Allocation Exercise)

Applications are now invited for the captioned Scheme for the year of *July 2022 – May 2023*. The aims of the Scheme are to provide financial assistance to students and to allow them to gain working experience, as well as to provide student helpers to College staff members. The present award rate to student helpers is HK\$63 per hour (including HK\$3 which is 5% MPF of HK\$60).

Please kindly complete the attached application form and a supplementary information sheet and return them to the College Dean of Students' Office **on or before 2 December 2022 (Friday)**. The Committee will inform applicants the result of fund allocation in early January, 2023.

Thank you for your kind attention!


Choi Chung Hang Jonathan

N.B. [1] Inquiry Tel : 39438657 (Mrs. Eastre Chan) , 39437571 (Ms. Crystal Lai)
[2] Application Form and other related information of the Scheme could also be downloaded in the College Homepage : <http://www.uc.cuhk.edu.hk/>

Enc.

** ** ** ** ** **

聯合書院學生校園培訓及服務獎勵計劃 (2022-23) 第二輪撥款供申請

敬啟者: 二零二二至二零二三年度書院學生校園培訓及服務獎勵計劃第二輪現接受申請 (請填寫申請表及附加資料表)。本計劃旨在提供經濟援助予同學, 並同時讓他們獲得工作經驗。書院非常鼓勵教職員培訓同學作學生助手。學生助手目前的獎勵金額為每小時港幣\$63(其中港幣\$3是\$60 金額的 5%強積金供款), 服務範圍遍及各學系及部門。是項計劃截止申請日期為二零二二年十二月二日 (星期五)。本委員會將於二零二三年一月初通知有關申請結果。此致

書院各教職

聯合書院學生工讀計劃委員會

主席  蔡宗衡

二零二二年十一月十七日

附件如文

註: 1) 查詢請電 39438657 (陳鄧翠怡女士) / 39437571 (黎巧琮女士)。

2) 本計劃之申請表及其他資料亦可於書院網頁內下載。網址: <http://www.uc.cuhk.edu.hk/>

To: Secretary, Committee on Student Campus Work Scheme
c/o Dean of Students' Office, United College

Fax: 2603 5412

致：聯合書院輔導處學生工讀計劃委員會秘書

電傳



United College Student Campus Training and Service Award Scheme for 2022-23
Application Form

◇ 聯合書院學生校園培訓及服務獎勵計劃申請表 ◇

(7/2022 - 5/2023)

Project Title:

計劃名稱

(Please print 請用正楷)

Brief Description of the Project:

計劃簡述

Project Supervisor:

負責人

College:

書院

Prof / Dr / Mr / Mrs / Ms

Department:

部門

E-mail:

電郵

Tel:

電話

Amount of Fund Applied

(HK\$63 per hour)(including HK\$3 which is 5% MPF of HK\$60)

申請總額(以每小時 63 元計算)(其中港幣\$3 是\$60 金額的 5%強積金供款)

\$63 x (Hour 小時) = \$

Signature of
Project Supervisor:

負責人簽署

Date:

日期

[Application Deadline 截止申請日期：2/12/2022]

Remarks

- (1) *This Scheme is for staff affiliated to United College. Joint projects of UC Staff and non-UC staff are eligible to apply.* 本計劃歡迎聯合書院教職員申請。本院教職員與非聯合同事合作之項目亦可提出申請。
- (2) *Only UC undergraduates could be involved as helpers.* 只可任用聯合書院本科生作學生助手。
- (3) *Please refer to the "Stipulations of the Scheme" before applying.* 申請前請先參看有關規條。
- (4) *Please also complete the sheet of "Supplementary Information on Staff Contribution to the College".* 請同時填寫「附加資料－教職員對書院貢獻」表。
- (5) *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.* 申請同事之部門需先支付學生助手有關金額。在完成整項工作後，書院將一筆過轉賬給貴部門。

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 ~

(Revised November 2022)

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, the Assembly of Fellow 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.

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。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！