

香港中文大學伍宜孫書院
WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
教職員發展資助計劃指引
STAFF DEVELOPMENT GRANT SCHEME GUIDELINES

1. 目的 Purpose

伍宜孫書院提供教職員發展資助，旨在鼓勵同仁參與本地/外地院校或國際組織舉辦的課程、培訓或研究等發展活動（下稱“發展活動”）。

The establishment of Staff Development Grant of Wu Yee Sun College is to encourage members of the College to pursue further study, training or research organized by local/overseas institutions of higher learning or international organizations (“development activity”).

2. 申請資格及條件 Eligibility and Conditions

- a) 申請人必須為附屬伍宜孫書院的全職教職員，包括書院院務室及學生輔導處的職員。
The applicant must be a full-time staff member affiliated to Wu Yee Sun College, including staff working in the College Office and Dean of Students' Office.
- b) 申請人如有就發展活動相關費用尋求其他補貼或資助，必須如實透露其申請及結果。
The applicant must disclose his/her application for other sources of funding to support participation in the development activity and its result.
- c) 書院可邀請獲資助者於發展活動後與書院員生分享其相關經驗及成果。
Grant recipients may be invited to share the related experiences and achievements with the College members after the development activity.

3. 遴選準則 Selection Criteria

遴選申請時書院將考慮申請人對書院的貢獻(尤重於書院通識教育之發展)、活動性質及與書院理念之關連，以及其他資助來源。

The College will consider the applications taking into account the applicant's contribution to the College (College General Education development in particular), the nature of the development activity and its relevance to College missions, as well as the availability of other sources of grants to support his/her participation in the development activity.

4. 資助金額及發放安排 Amount of Grant and Reimbursement

- a) 每名申請人每學年獲得的教職員發展資助金額上限為二萬元。獲資助項目包括經濟客位機票、外地住宿、報名費及課程費用。書院將每年就最高資助額作出檢討。
The total amount of staff development grant awarded to an applicant shall not exceed \$20,000 per academic year. The grant covers economy class airfare, non-local accommodation, registration fee and course fee. This amount will be reviewed by the College annually.
- b) 獲資助者須於發展活動結束後八星期內提交發還款項申請。資助憑收據以實報實銷形式發放。
Request for disbursement of the grant should be made with the original invoices and receipts within 8 weeks upon completion of the development activity. Reimbursement will be made only for actual payments made.
- c) 申請人從所有來源獲得的資助合共不得超過需付費用的總額。
The total amount of grant to be received by the applicant from all sources should not exceed the total expenditure.

5. 申請 Application

- a) 全年均可提交申請。
Application is open all year round.
- b) 每名申請人每學年只可獲批一次教職員發展資助。
Each applicant may be provided with the Staff Development Grant only once per academic year.
- c) 請將填妥之申請表及相關文件如發展活動簡章，及由主辦單位發出之接納信等一併送交伍宜孫書院院務室。
The completed application form together with supporting documents such as brochure of the development activity and letter of acceptance from the organizer should be sent to Wu Yee Sun College Office.
- d) 申請人請盡量於參與發展活動前提出資助申請。
Submission of grant application prior to attending the development activity is preferred.