**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申請表**

**APPLICATION FOR STAFF DEVELOPMENT GRANT**

*填妥之申請表請送交伍宜孫書院東座G03室鄭佩純女士收*

*Completed application forms should be sent to Ms Carol Cheng, College Office, Room G03, East Block, Wu Yee Sun College*

❑ *請在適當位置加上「*✓*」號 Please tick as appropriate.*

1. **個人資料 Personal Particulars**

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| 稱謂：  Title: | ❑教授Prof. ❑博士Dr. ❑先生Mr. ❑女士Ms. | 姓名：  Name (in Block Letters): |  |
| 職位：  Post: |  | 學系／單位：  Department: |  |
| 電話：Telephone: |  | 電郵：  Email: |  |

1. **發展活動資料 Details of the Development Activity**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 活動名稱：Title/Event: |  | | | | | |
| 主辦單位：Organization: |  | | | | | |
| 活動地點：  Venue: |  | | (城市City) |  | | (國家Country) |
| 活動日期： Dates: | 從  From | (日/月/年)  (DD/MM/YY) | | 至  to | (日/月/年)  (DD/MM/YY) | |

1. **預算費用、其他資助及是次申請金額Estimate of Expenses, Subsidies/Grants from Other Units & Amount Requested in this Application** *(請提交相關證明文件 Please submit copy of documentary evidence)*

兌換率(如適用) Exchange Rate used (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **活動費用**  ***Activity Expenses*** | **預算**  ***Estimated Costs*** | **其他單位資助*Subsidies/Grants from Other Units*** | | **是次申請金額**  ***Amount Requested in***  ***This Application*** |
| **金額Amount** | **來源Sources**▲ |
| **報名費**  ***Registration Fee*** | 港幣  HK$ | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **課程費用**  ***Course Fee*** | 港幣  HK$ | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **旅費**  ***Travel*** | 港幣  HK$ | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **住宿**  ***Lodging*** | 港幣HK$  ($ /日day x 日days) | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **合共**  ***Total*** | 港幣  HK$ |  |  | 港幣  HK$ |

1. **過去十二個月獲得的發展活動資助 Staff Development Grants obtained in the past 12 months**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **發展活動名稱** Development Activity Name | **日期**Dates | **資助來源** (如大學／書院)  Supporting Unit(s)  (e.g. CUHK, College) | **資助金額**  Amount Approved  (港幣HK$) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **過去十二個月於伍宜孫書院的工作** *(如書院通識教育發展、委員會工作等)*

**Contributions to Wu Yee Sun College in the past 12 months** *(e.g. College GE development, Committee work etc.)*

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1. **缺勤申請 Status of Leave Application**

本人 ❑ 需要\* ／ ❑ 不需 就此項發展活動向所屬學院/部門提出缺勤申請。

(\*如適用) 本人所屬學院/部門 ❑ 已經／❑ 並未 批准本人的缺勤申請。

Leave application is ❑ needed\* /❑ not needed for attending this Development Activity.

(\* if applicable) My leave application ❑ has / ❑ has not been approved by the Faculty/Unit concerned.

1. **簽署 Signature**

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| --- | --- | --- | --- |
| 申請人簽署：  Applicant’s Signature: |  | 日期：  Date: |  |

***(FOR COLLEGE INTERNAL USE)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference Number | | SDG20\_ \_ / \_ \_ | | | Application Received on | |  | |
| **Documents Checked**  ❑ Letter of Acceptance ❑ Registration Fee ❑ Course Fee ❑ Travel ❑ Lodging ❑ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Previous Applications Submitted** | | | | | | | | |
| Date | | | Result | | | Grant Approved (HK$) | | Amount Claimed (HK$) |
|  | | | Approved / Disapproved | | |  | |  |
|  | | | Approved / Disapproved | | |  | |  |
|  | | | Approved / Disapproved | | |  | |  |
| **Application for this Round** | | |  | | |  | |  |
| Result: Approved / Disapproved | | | | Grant Amount: HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks: |  | | | | | | | |
|  |  | | | | | | | |