

香港中文大學伍宜孫書院
WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

學術會議資助計劃指引
CONFERENCE GRANT SCHEME GUIDELINES

1. 目的 Purpose

伍宜孫書院提供學術會議資助，旨在鼓勵同仁出席於本地或外地舉行的學術會議，以提高其學術研究水平。

The establishment of Conference Grant of Wu Yee Sun College is to encourage members of the College to participate in local and non-local academic conferences, so as to raise their academic and research standards.

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，並於學術會議提交論文或海報。
The applicant must be a full-time staff member affiliated to Wu Yee Sun College presenting an academic paper/poster at an academic conference.
- b) 申請書院資助前，申請人需盡可能先向大學申請學術會議資助。
Applicants should apply for the University's conference support whenever possible before applying the College's conference grant.
- c) 申請人如有就會議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 attendance at the conference and its result.
- d) 書院可邀請獲資助者於會議後與書院員生分享其有關研究。
Grant recipients may be invited to share the related research with the College members after the conference.

3. 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學術會議資助金額上限為五千元，書院通識教育主任、副通識教育主任及副輔導長則可獲資助最多一萬元正。獲資助項目包括經濟客位機票、外地住宿（以會議前後一天為限）及會議登記費。書院將每年就最高資助額作出檢討。
The total amount of conference grant awarded to an applicant shall not exceed \$5,000 per academic year, except for the College Dean of General Education, Associate Dean of General Education and Associate Dean of Students who are entitled to a maximum amount of \$10,000 each. The grant covers economy class airfare, non-local accommodation (covering up to one day before and after the conference period) and registration fee. This amount will be reviewed by the College annually.
- b) 獲資助者須於會議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 conference. 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.

4. 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，會議性質及其他資助來源。

The College will consider the applications taking into account the applicant's contribution to the College, the nature of the conference and the availability of other sources of grants to support his/her attendance at the conference.

5. 申請 Application

- a) 全年均可提交申請。
Applications are opened all year round.
- b) 每名申請人每學年只可獲批一次學術會議資助；書院通識教育主任、副通識教育主任及副輔導長每學年最多獲批兩次學術會議資助。
Each applicant may be provided with the Conference Grant only once per academic year; College Dean of General Education, Associate Dean of General Education and Associate Dean of Students may be provided with the Conference Grant twice per academic year.
- c) 請將填妥之申請表及相關文件如會議簡章、由會議主辦單位發出之接納信及論文摘要等一併送交伍宜孫書院辦公室。
The completed application form together with supporting documents such as conference brochure, letter of acceptance from the organizer and abstract of the paper should reach Wu Yee Sun College Office.
- d) 申請人請盡量於出席學術會議前提出資助申請。
Submission of grant application prior to attending the academic conference is preferred.