

New Asia College
The Chinese University of Hong Kong

Guidelines for the Use of Fund from University-College
Joint Scheme for Staff-Students Interaction

Introduction

This Joint Scheme was approved and established by the University and the Colleges in 2006. The total amount for each College is \$200,000 (\$100,000 from the University and \$100,000 from the College). The purpose of this Fund is to facilitate more contact and interaction between staff and students outside the classroom. The Fund is to support a staff's expenses when he or she takes a group of students out for lunch or dinner for social interaction and advice.

Reimbursement Guidelines

1. All full-time staff affiliated with the College are eligible.
2. Meals may be taken on or off campus, and may include lunch and/or dinner.
3. The maximum amount of reimbursement for each person present at the meal is \$100.
4. The maximum amount of reimbursement for each staff per academic year is as follows:

	Role	Amount of reimbursement (\$ per staff per academic year)*
1.	Resident Tutors	2,000
2.	College-affiliated teaching staff	2,000
3.	Department/Programme Co-ordinators	2,500
4.	Staff participated in the "Staff-Students Get Together Luncheon"	2,500
5.	College General Education course teachers/ Physical Education teachers	3,000
6.	Head/Associate Head/Dean of Students/ Associate Dean of Students/ Dean of General Education/ Associate Dean of Students/College Secretary/ Wardens	3,500

**If a staff is holding more than one relevant position at the College, the greater amount of reimbursement shall apply and prevail.*

5. \$100,000 will be allocated for use in the First Semester, and \$100,000 for use in the Second Semester.
6. Spouses and children of staff members, as well as non-New Asia students may be invited to the meals, but the number of New Asia students must make up at least half of the student membership present in a meal.
7. Official receipts and list of names of students, including their College affiliations, must be presented for each reimbursement application.
8. Reimbursement is made on a first-come-first-served basis.
9. Application for reimbursement must be made in a prescribed form available from the College Office or the College homepage (<http://www.na.cuhk.edu.hk/>).

Review of the Guidelines

The above guidelines have been approved by the Standing Committee in September 2019, and are subject to review from time to time by the Standing Committee.

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