

CAMPUS SERVICE AWARD SCHEME

Aims: In view of the importance for students to gain work experience which will be helpful for their future career, the Campus Service Award Scheme (hereafter known as “the Scheme”) is established. The Scheme emphasizes the provision of part-time job opportunities for students. At the same time, teaching and administrative staff can benefit from getting more helpers or resources when necessary. It is also expected that the Scheme will help to deepen staff-student relationship and increase their sense of belonging to the College.

- Stipulations:
- a) The works eligible for subvention are as follows:
 1. To assist academic staff members in their research projects;
 2. To assist administrative staff in projects which require a large task force for short term.
 - b) The annual application is set in September.
 - c) Teaching staff affiliated to New Asia College (at the rank of Assistant Lecturer or above) and administrative staff of the College Office (at the rank of Project Co-ordinator or above) can apply for fund to employ student helpers¹.
 - d) The payment for students will be in line with the rate for student campus work scheme of the University².
 - e) The support for each project generally ranges from HK\$1,000 to HK\$8,000.
 - f) Approved funds should be fully expended for the project work to be carried out from September 2019 to August 2020. Extension may be considered under special circumstances.
 - g) Payment of the Scheme will only be made by **one-off reimbursement** to the relevant project account instead of direct payment to student helpers. **The payment to student helpers should have already been settled by another project account of the project supervisor through the Student Helper System.** Please visit the website of the Office of Student Affairs at <http://www.osa.cuhk.edu.hk/shes> for more information on the System.
 - h) The required documents for reimbursement of payment should be submitted to the College **once the approved fund has been expended in full or by 5 October 2020, whichever is earlier. Any project fund unclaimed by 5 October 2020 will be forfeited.**
 - i) **The Mandatory Provident Fund (MPF) contribution will NOT be included for the projects approved under the Scheme as the Scheme is supported by donations. Therefore, the project supervisor has to be responsible for the MPF contribution by using his/her other source of funding.**
 - j) The staff concerned needs to submit a project report to the College upon completing the project.

September 2019

Note:

¹ For administrative staff responsible for projects supported by a particular account, the staff is expected to charge the student helper remuneration against the corresponding accounts first.

² Please note that remuneration for both undergraduates and postgraduates is HK\$55/hour.

NEW ASIA COLLEGE
CAMPUS SERVICE AWARD SCHEME - APPLICATION FORM (2019/2020)

新亞書院校園服務獎勵計劃申請表 2019/2020

1. Project title: 計劃名稱：	
2. A brief description of the project (Use separate sheet if necessary): 計劃簡介 (如有需要可另紙書寫)：	
3. Duration of project: 整項計劃需時：	
4. Time of implementation: 推行日期：	
5. Total number of student work hours required: 預算所需工讀生的工作小時總數：	
6. No. of students required: 擬聘學生人數：	
7. a) Job nature of student helpers (e.g. typing, data processing, etc.): 工讀生的工作性質 (如打字、資料處理等) _____	b) <input type="checkbox"/> Research 研究工作 <input type="checkbox"/> Administrative 行政工作
8. a) Has the same project applied funding from USCWS (applicable to teaching staff only)? 此項計劃是否已就 同一計劃 向大學學生工讀計劃申請資助 (只適用於教員) ? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	
b) Have you applied for other funds for the proposed project, with results pending ? 此項計劃是否已申請其他資助，而 資助結果待定 ? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please specify the source of funding and amount to be granted 若有，請列明資助來源及金額 _____	
c) Has the proposed project received support from other funds? 此項計劃是否 已獲批 其他資助? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please specify the source of funding and amount granted 若有，請列明資助來源及金額 _____	
9. Total amount of grant applied for (other approved/possible sources of funding, as above, shall be considered): 申請總額 (扣減上述已獲批或可能獲批之其他資助後)：	
10. Particulars of project supervisor: 項目負責人資料： Name: 姓名：	Dept.: 部門： Tel. No.: 電話：
11. Contribution of project supervisor to the College (e.g. Committee work, General Education courses, events/activities participated) (applicable to teaching staff only): 項目負責人參與之書院事務/活動 (例如：委員會工作、通識教育課程、參與活動) (只適用於教員)：	
12. Remarks: 備註：	

Date
日期

Signature of project supervisor
項目負責人簽名

*Application should reach Ms. Amy Yip, Dean of Students' Office **on or before October 4, 2019.***
申請表格須於**二〇一九年十月四日或之前**交回新亞輔導處葉穎華小姐。