

**New Asia College, The Chinese University of Hong Kong**  
**United Asia Finance Visiting Scholars Programme**  
*(For attendance of conferences and inviting scholars)*

**Aim**

The United Finance Visiting Scholars Programme provides financial support to teaching staff for attending academic conferences or inviting overseas scholars to visit the College.

The Programme is supported by the generous donation of United Asia Finance Limited for enhancing academic and cultural exchange in the New Asia College.

**Conditions**

1. The Programme is open for applications from full-time teaching staff (at the rank of Assistant Lecturer or above) affiliated to New Asia College.
2. For applications for conference funding support, the staff member concerned must present an academic paper/poster at the conference.
3. Funding support may be awarded to the same teacher once for conference attendance and invitation for visiting scholars (determined by the date of attendance/visit) respectively within each academic year.
4. The contribution of the staff member to the College concerned will be considered. For staff members who have joined the College for less than 2 years, special consideration will be taken given their short service in the College.
5. Applications will be considered by the Committee on Academic Exchanges, a Committee of the Assembly of Fellows of New Asia College. The Committee will consider the support for each application on the basis of the nature of the conference/visit, other financial resources available and the contribution of the applicant to the College.

**Amount of funding support**

1. The support for attending each conference shall not exceed HK\$8,000.

The College's conference grant will only support airfare, registration fee and membership fee<sup>#</sup> where is reasonable justification, the provision for air passage may be extended to cover travel costs by a reasonable means such as train fare, connecting local flight, etc. between cities, subject always to the reimbursement limit; accommodation expenses, per diem allowances and local travel within city will not be covered under the grant.

The College's funding can be offered as a top-up funding if the applicant has also received funding support from another source on condition that the amount of College grant given will not exceed the actual expenses.

2. The College may provide funding support at the rate of HK\$600 per day up to a maximum of 7 days for invitation of visiting scholars from overseas, no separate subsidy for accommodation will be provided.

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<sup>#</sup> The College will cover the membership fee only if the applicant is able to provide supporting documents showing that (1) the total amount is less than or equal to the original registration fee after joining the membership, or (2) the conference is only open for members.

### **Payment procedures**

1. Conference Grant will be paid by reimbursement upon receipt of payment records for registration fee and air tickets.
2. Funding support for visiting scholars will be arranged by interdepartmental transfer.

### **Application procedures**

1. Applications can be submitted by completing the Application Form for Funding Support under the United Asia Finance Visiting Scholars Programme (Form UAF), and attach the following documents. Application can be sent to Ms. Winnie Lam, College Office, New Asia College.
  - i) Invitation/acceptance from organizer
  - ii) Programme/itinerary of the conference
  - iii) Quotation / receipt of air/ train ticket

### **Otherwise, the applications will not be considered.**

2. Applications for funding support for staff members to attend conferences overseas in 2024/25 should be submitted **at least one month prior to the date of the conference or according to the following 3 deadlines, whichever is earlier:**
  - 27 September 2024
  - 27 December 2024
  - 25 April 2025
3. Applications for funding support for visiting scholars in 2024/25 should also be submitted **at least one month prior to** the date of the visiting of the scholar.
4. Please contact Ms. Winnie Lam at 3943-7635 or Email: [wingyanlam@cuhk.edu.hk](mailto:wingyanlam@cuhk.edu.hk) if you have any questions about the programme.