

# 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. Submit **online application** at: <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13715685>
  - 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 helpers<sup>1</sup>.
  - d) The payment for students will be in line with the rate for student campus work scheme of the University<sup>2</sup>.
  - e) Approved funds should be fully expended for the project work to be carried out from September 2025 to August 2026. Extension may be considered under special circumstances.
  - f) 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 <https://www.osa.cuhk.edu.hk/programmes/student-helper-engagement-scheme/> for more information on the System.
  - g) The required documents for reimbursement of payment should be submitted to the College **once the approved fund has been expended in full or by 9 October 2026, whichever is earlier. Any project fund unclaimed by 9 October 2026 will be forfeited.**
  - h) **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.**
  - i) The staff concerned need to submit a project report to the College upon completing the project.

September 2025

Note:

<sup>1</sup> 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.

<sup>2</sup> Please note that remuneration for both undergraduates and postgraduates is HK\$64/hour.