United College, CUHK
Student Campus Training and Service Award Scheme
✧ Stipulations ✧

1. Aims

1.1 To provide students with training and service opportunities in the campus, as well as to allow them to gain financial assistance.

1.2 To provide College staff members with student helpers when needed.
(Joint projects of UC staff and non-UC staff are eligible to apply, provided that the UC staff is the principal supervisor for the projects.)

1.3 To strengthen a sense of belonging to the College among students/staff.

2. Administration

2.1 The **Student Campus Work Scheme Committee** applies funding annually from the **College Endowment Fund**. Upon the approval of capital funding, the Committee invites applications from staff members of the College.

2.2 The financial year of the **Scheme** goes with that of the College Endowment Fund from July to June.

3. Guidelines for Fund Allocation

3.1 Projects promoting College life will be given priority.

3.2 Recurrent projects will be given lower priority after the first year.

3.3 Projects involving personal commercial benefits of the project supervisors will not be considered.

3.4 A Form on "Staff Contribution to the College" has been used from 2009/2010.

4. Nature of Training and Service

4.1 Assisting teaching/administrative staff in conducting research and to provide clerical support.

4.2 Any other nature as approved by the Committee.

5. Engagement of Student Helpers

5.1 Award amount: **HK$67.2** per hour (including HK$3.2 which is 5% MPF of HK$64).

5.2 Student helpers must be currently registered undergraduate students of United College, CUHK.

(With effect from the academic year 2008/09, the Immigration Department has relaxed the employment restriction for non-local students. Non-local students of full-time, locally accredited programmes at degree level or above whose study period is not less than one academic year may take up part-time on-campus employment.)

5.3 **(a) For record purpose and random check by the immigration Department, <u>non-local students are required to complete a Log Sheet, with the endorsement of the project supervisor</u>, and return it to the Career Planning and Development Centre of the University's Office of Student Affairs(OSA), 2/F., Benjamin Franklin Centre, after completion of the project.**

(b) A copy of the "No Objection Letter" issued by the Immigration Department should be attached to the "Log Sheet".

5.4 Conditions of engagement as Student Helpers with the University:

(a) Students will **NOT be allowed to work for 18 hours or more in any one week.**

(b) All lunch/dinner hours must be excluded.

6. <u>Recruitment of Student Helpers</u>

6.1 Project supervisors are expected to recruit appropriate students themselves.

6.2 A list of project titles and names of supervisors is to be released in the College Homepage, as well as notice boards of the Student Union, in order to invite more interested students to apply for training opportunities from project supervisors.

6.3 To recruit student helpers, project supervisors are advised to post a note at the Department's notice board, if needed, so as to allow more interested students to approach the supervisors.

6.4 The Dean of Students' Office of United College has been keeping a file of students seeking training opportunities. Project supervisors are most welcome to make reference to the file, if needed.

7. <u>Payment to Student Helpers</u>

7.1 You are required to settle the award payment to student helpers with an account of your Department/Unit first. Internal transfer from our Scheme will be made after the completion of your project.

8. <u>Acknowledgement</u>

8.1 Acknowledgement of financial support from the Scheme should be made in any publication/thesis produced in the project.

8.2 For equipment construction projects, the finished products should be retained at the University campus.

9. <u>Remarks</u>

9.1 Upon the end of each financial year, a list of projects receiving funding from the Scheme may be published in "United News" of the College, for information of other members in the University.

~ End ~

(Revised May 2023)