

Conference Grants

Office of Service-Learning

Lingnan University

GUIDELINES 2009-2010

1.1 Objectives

Office of Service-Learning (OSL) conference grants is provided to encourage faculty members to learn more about Service-Learning(S-L) and to incorporate S-L elements into their courses. For those who have already worked with OSL or will work with OSL, they are encouraged to strengthen the S-L elements in their courses with the experience gained from the conference.

1.2 Eligibility

All full-time members of staff whose posts are funded by the UGC are eligible to apply. The staff of self-financed programmes (e.g. Community College and LIFE) should check with their own governing bodies for possible funding support. The theme of the seminars, conferences or workshops should be related to S-L.

1.3 Level of Support

- (i) The funding limit for participation in seminars, conferences or workshops in a single year per person is HK\$5,000. Such funding will be granted on a competitive basis.
- (ii) Reimbursement of expenses (conference-related only) will be paid up to the amount awarded or actually incurred on the following four items, whichever is the lesser: (i) registration; (ii) return passage (at economy class but no restriction on selection of airlines; staff to purchase their tickets themselves); (iii) accommodation; and (iv) meals. In other words, staff should pay for minor items on their own, such as phone bills, laundry fees, intra-city travelling expenses, home-airport and airport-hotel transfers, etc. OSL has no obligation to cover all travel expenses fully, even if the total expenses do not exceed the amount awarded.

[Note: Conference grant is awarded to cover expenses directly related to the conference only. When submitting a reimbursement application, grant recipient should declare on the relevant receipts if expenses are shared by accompanying family members. The Comptroller's Office will reimburse expenses on a pro rata basis.]

- (iii) Research centres should always consider, if possible, waiving the registration fees for our staff members when they attend conferences.

1.4 Priority of Support

- (ii) The level of support is subject to the nature of the conference as well as the applicant's role and contribution.
- (iv) Faculty members are encouraged not to arrange conference trips which are in conflict with their teaching schedules, whether at the beginning or during their

teaching semesters, unless there are extenuating circumstances.

- (v) If a considerable number of staff from the same department/unit wish to attend any one particular overseas conference, the Head concerned should indicate to OSL in his/her priority of support.

1.5 Conditions of Award

- (i) A report stating the experience gained from the conference and the action plan of incorporating or strengthening S-L elements in their courses should be submitted to the Director of OSL, within one month after the conference.
- (ii) A report presentation sharing the innovations acquired from the conference should be done.
- (iii) Original receipts and boarding passes should be submitted to the Director of OSL within one month after the conference.
- (iv) A member of staff leaving the University, because of resignation or termination of service, shall automatically render herself/himself ineligible to apply for and/or receive a conference grant, if the activity falls within less than 6 months of her/his departure.

1.6 Conference Leave (with or without Conference Grants)

- (i) Cumulative Leave, with or without conference grants, of up to 14 days per academic year may be approved by the Department/Unit Head concerned.
- (ii) Cumulative Leave exceeding 14 days per academic year must be endorsed by the Department/Unit Head concerned and approved by the RPSC.
- (iii) In case of urgency, the Chair of the RPSC may approve leave applications on behalf of the said Committee.

[Note: Please contact the Human Resources Office for details.]