

# LINGNAN UNIVERSITY

## Conference Grant for Teaching and Learning Development

### Guide to Applications

#### **Note to applicants:**

Please read this document, in conjunction with the *Application Form*.

### **Part A: Requirements**

#### **1. Aim**

The *Conference Grant for Teaching and Learning Development* is a new fund to provide all staff for conference attendance related to higher education and university teaching and learning, with particular regard but not limited to:

- Scholarship of Teaching and Learning (SoTL) to promote good practices in teaching and learning, and to showcase of teaching excellence arising from the University's time-honoured Liberal Arts Education such as:
  - (1) Adoption of inquiry-based approach/ action research to address the significant teaching and learning issues
  - (2) Experiment on innovative pedagogical and assessment methods (in general or in a disciplinary context)
  - (3) Analysis of empirical results to evaluate the effectiveness
  - (4) Presentation in scholarly format and dissemination in conferences, which is added to the existing body of relevant literature that generate another cycle of scholarly activities in teaching and learning

#### **2. Administration and Oversight**

The Grant is administered by the Teaching and Learning Centre (TLC) upon the endorsement from Department Heads (HoD) or the Supervisor of the applicant if s/he is HoD or above rank. The TLC will produce a yearly summary of conference grants status to the Sub-Committee on Teaching and Learning of the University (SCTL) for noting. However, SCTL will decide on exceptional cases as stated in 8.a).

#### **3. Eligibility**

3.1 All staff members are eligible for the grant application. Full-time staff is considered a first priority and applications from part-time staff will be considered only if funding

remains.

3.2 An applicant or grant recipient who is leaving the University, because of resignation, retirement, termination of service or whatever reasons, shall automatically become ineligible to apply.

3.3 If the applicant has received an approval for the grant but if the conference is happening in less than 6 months before his/her departure, the applicant will not receive any reimbursement for any amount spent related to the conference application.

#### **4. Application Timeline**

The applicant is required to forward the completed application to TLC **at least one month before the first day of the conference**. If however this timeline is not met, there is a possibility of the application not being processed or the funding being reduced.

#### **5. Annual Funding Limit**

Each applicant can apply for an amount of up to HK\$10,000 per funding year for conferences held from 1 September of a year to 31 August of the next year. Alternatively, applicants can apply for an amount which is equivalent to the annual funding limit (i.e., HK\$20,000 per two years). The annual funding limit is subject to revision by the University from time to time. The fund is NOT an entitlement and is subject to factors including the availability of and competition for the fund.

#### **6. Budget**

The applicant is required to provide a budget for each conference for which the grant is applied for. Any amount of fund thus approved will be deducted from the annual funding limit. After the conference, if the total amount of reimbursement claims is less than the total amount approved for the conference, the difference will NOT be held for the applicant for another conference.

If all the fund approved in a year does not reach the annual funding limit, there will not be a balance held for use beyond the funding year, or for use in another conference.

#### **7. The Grant does not imply conference leave**

It has to be noted that an approval for the Teaching and Learning Development Conference Grant does not imply any approval for leave. The applicant is responsible for making the necessary leave application in time for attending the conference, and may wish to contact the Human Resources Office if needed.

## 8. Requirements and Conditions

### a) Paper presentation

(i) Paper presentation is a requirement of the Teaching and Learning Development Conference Grant unless prior exemption is granted by the SCTL (e.g. the applicant will be playing a prominent part at the proposed conference). If the applicant is unable to provide evidence of his/her paper being accepted for presentation at the time of submitting an application, he/she may submit the application with an abstract of the paper by the application deadline, and provide the required acceptance letter at a later date.

(ii) Funding for joint authors of any presentation at a conference can only be provided on the basis of one-paper-one-grant. It would be helpful if the Department Head can sort out with the applicants who the presenter will be, before an application is submitted.

b) The applicant is required to deliver the same presentation on campus within one year after the first day of the attended conference. The applicants are suggested to work with the TLC for the logistics of campus presentations. Applicants who fail to meet such requirement by the deadline are subject to be disqualified from applying for the grant until one year after the date of the deadline for campus presentation.

c) In requests to the Office of Comptroller for reimbursement of conference expenses, the applicant is required to provide the programme rundown issued by the conference organiser showing the paper presentation or supporting documents to the same purpose as certification.

d) Faculty members should avoid attending conference trips which are in conflict with their teaching schedules.

e) In case of a conference organised by a Department or Research Centre, whether it is solely organised by the Department/Centre or with another department(s) or institution(s), the Department/Centre should always consider, if possible, waiving the registration fees for LU staff.

## Part B: Conditions for the Use of Fund

### 9. Funding Coverage

The Grant may cover the following items of expenses in relation to attending the conference:

#### a) Conference outside of Hong Kong (non-local)

(i) Conference registration fee (original receipt required)

- (ii) Economy airfare (original receipt and boarding passes required)
- (iii) Subsistence allowance
- (iv) Visa fee (original receipt required)

**b) Conference in Hong Kong (local)**

Conference registration fee only (original receipt required) –

Full registration fee up to a maximum of HK\$2,200 if paper presentation is given by the applicant

## 10. Subsistence Allowance

- a) The subsistence allowance is for accommodation, meals, local transportation and all other incidental expenses, such as IDD and Internet charges, in relation to the conference. There will be no further provision for expenses such as travel insurance, phone bills and home-airport etc.
- b) The Grant can provide a daily subsistence allowance up to 70% of the rates as on the CO website <https://www.ln.edu.hk/co/staff/policies/subsistence>.
  - (A) If the grant recipient can provide the following supporting documents, the full “70% of the rate” can be applied for:
    - i) the original receipted bill of hotel accommodation as collected from the hotel on the check-out day or supporting documents to the same purpose as certification;
    - ii) the programme rundown issued by the conference organiser showing the paper presentation or supporting documents to the same purpose as certification.
  - (B) If the grant recipient cannot provide (A)(i) above, he/she can still apply for half of the “70% of the rate” by providing (A)(ii) above plus the boarding passes or supporting documents that can show that the grant recipient has actually made the specific trip.
  - (C) If the hotel/accommodation or such expenses are provided or covered by another source of fund (e.g. the host institution), or if the grant recipient is staying in his/her own home or a friend’s place, it will be like (B) above, i.e. the grant recipient can still apply for half of the “70% of the rate”.
  - (D) If the hotel/accommodation and meals, or such expenses, are provided or covered by another source of fund (e.g. the host institution), no subsistence allowance can be provided.
  - (E) In cases of (A) to (C) above, the grant recipient is not required to present receipts other than that for the hotel accommodation expense.
- c) The subsistence allowance can be provided for up to the official conference period

plus one night (excluding pre-conference activities such as the registration day without presentations, and post-conference activities such as sightseeing), or the actual period of stay, whichever is shorter. However, for conferences held in neighboring cities of the Pearl River Delta (e.g. Shenzhen, Macau, Zhuhai, Guangdong, etc) which are within commuting distance to Hong Kong, the allowance can only be provided for the conference period.

d) Apart from the subsistence allowance, any support provided by the Grant for registration fee and airfare/train fare etc will also count towards the annual funding limit.

11. If there is a side trip for private business, the grant recipient must pay for any extra expenses involved. He/she should obtain a written quotation (flying HK/Conference Location/HK without the side trip) from the travel agent and submit it when applying for reimbursement. Joining a group tour, even for the purpose of saving costs, is not reimbursable.

12. The Teaching and Learning Development Conference Grant is NOT an entitlement, so the grant recipient is not allowed to use the Grant approved for a particular conference to attend another conference.

13. The grant recipient should send all reimbursement requests and supporting documents to CO for direct processing (without going through the Teaching and Learning Centre) within 3 months after the conference. No reimbursement will be possible after that. If there is a need for flexibility in special circumstances, the grant recipient must apply to CO with reasons before the expiry of the 3 months.

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CO enquiry: Please check for the CO team taking care of your Department/Centre

**Reference:**

Cox, M. D. (2003). Fostering the scholarship of teaching through faculty learning communities. *Journal on Excellence in College Teaching*, 14 (2/3), 161-198.

Updated in November 2021

Approved in December 2020