

**A list of the decisions made by the Council**  
**at its meeting on 9 June 2009**

**Revision to the terms of the loan taken out from the Government for constructing the Shek Mun Campus for College of International Education, School of Continuing Education**

1. With the approval given by the Council in June 2003, the University entered into land grant and service agreements with the Government for constructing and operating the College of International Education (CIE) Shek Mun Campus on Shatin Town Lot 540, Area 11, Shek Mun, Shatin by taking out an interest-free loan from the Government, to be repaid by ten equal annual instalments. The Council also approved a bridging finance arrangement to be funded internally.
2. As a result of the request of a number of associate degree programme providers, the Government decided that the associate degree programme providers might apply for an extension of the repayment period for the loans taken out to build their campuses, from ten years to a maximum of 20 years. While the loans will remain to be interest-free in the first ten years, any outstanding loan balances thereafter will accrue interest at a floating rate equivalent to the cost of funding to the Government.
3. The Council confirmed the resolution previously made by means of circulation of paper to apply to the Government for an extension of the repayment period of the said loan to 20 years and approve some consequential revisions to the terms of the loan and internal bridging finance arrangement.

**Affixing of the common seal to a deed made by the University with the Tsimshatsui District Kaifong Welfare Association**

4. The Council confirmed the approval given previously by means of circulation of paper to ratify:
  - (a) the affixing of the University's common seal to the deed made by the University with the Tsimshatsui District Kaifong Welfare Association under which the University will continue to cooperate with the Association in operating a continuing education centre on its premises on Nathan Road; and
  - (b) the arrangement for authenticating the affixing of the common seal to the said deed.

## **Appointments to Council committees**

5. The Council resolved:
  - (a) to appoint the Dean of Business, Dean of Chinese Medicine, Dean of Communication and Dean of Continuing Education to the Honorary Degrees Committee for the period from 1 September 2009 to 31 August 2011; and
  - (b) to appoint Miss Bibiana C.Y. Yip (who is serving on the HKBU Council *ex officio* by virtue of her Acting Presidency of the HKBU Student Union) to the Campus Development and Facilities Management Committee, for a term coinciding with her *ex officio* membership on the Council.

## **Affixing of the common seal to lease modification letters for the Baptist University Road Campus Development and documents arising from Campus Expansion Plan 2007-12**

6. In connection with the Campus Expansion Plan (CEP) 2007-12 comprising four phases, the University submitted an application for lease modifications to the Lands Department of the Government to (a) permit erection of the Annex Block to the Academic, Amenities and Administration Building at the open-air carpark of the Joint Sports Centre situated at New Kowloon Inland Lot (NKIL) No. 6127 (under Phase 3 of CEP), and (b) construct a footbridge connecting NKIL No. 6127 and NKIL No. 6173, on which the Baptist University Road Campus is situated.
7. The Council resolved to ratify:
  - (a) the affixing of the University's common seal to the Modification Letters pertaining to New Kowloon Inland Lot No. 6127 and 6173 for the Baptist University Road Campus development; and
  - (b) the arrangement for authenticating the affixing of the common seal to the said Modification Letters.
8. In anticipation that there will be other documents pertaining to/arising from Phases 1, 3 and 4 of the Campus Expansion Plan 2007-12 requiring execution under seal, the Council resolved to approve:
  - (a) the affixing of the University's common seal to the said documents; and

- (b) the arrangement for authenticating the affixing of the common seal to the said documents.

**2009-10 University Recurrent Budget and the 2009-10 budgets for the School of Continuing Education, Chaplain's Office, Student Residence Halls and Dr. Ng Tor Tai International House**

- 9. The Council resolved to approve for implementation the 2009-10 University Recurrent Budget, and the 2009-10 budgets for the School of Continuing Education, Chaplain's Office, Student Residence Halls and Dr. Ng Tor Tai International House.

**Tuition fees for UGC-funded programmes in 2009-10**

- 10. The Council resolved that:
  - (a) the 2009-10 tuition fees for all UGC-funded undergraduate and postgraduate programmes of the University and other related fees be maintained at the 2008-09 levels; and
  - (b) in the event that the actual tuition fee for full-time degree courses in 2009-10 announced by the Government turns out to be different from that in 2008-09, the said tuition and other related fees will be adjusted accordingly, without the need to seek the Council's approval again.

**Associated Works under the Campus Master Plan**

- 11. Subsequent to the formulation of the Campus Expansion Plan 2007-12, a Campus Master Plan (CMP) was formulated to ensure that the allocation of the space of the University would be able to cater to the needs of the University, in particular the implementation of the academic reform in 2012-13 and thereafter. Under the CMP, a number of direct/indirect consequential works are scheduled to be carried out in phases on the Ho Sin Hang Campus and the Shaw Campus from 2010 to 2014. Applications for funding for the direct/indirect consequential works under the Alterations, Additions, Repairs and Improvements (AA&I) block allocation will be submitted to the Universities Grant Committee (UGC).

12. In view of the keen competition from the other UGC-funded institutions for AA&I block allocation, the Council resolved to allocate an amount from the HKBU Development Fund to fund the indirect consequential/spatial planning works under CMP, in the event that they are not funded by the AA&I block allocation.

### **Provision of loan to the Academy of Film**

13. To position the University as a key provider of professional training in film and to meet the demands of the film industry, the Senior Executive Committee of the Administration approved in May 2009 the upgrading and renaming of the Department of Cinema and Television of the School of Communication as the Academy of Film. The Commerce and Economic Development Bureau of the Government has indicated its support for this initiative. Application for funding has been sought by the Academy from the Film Development Fund (FDF). Pending the funding to be obtained from FDF, the Council resolved to approve:
  - (a) the extension of an interest-free loan to the Academy of Film, with the exact amount to be dependent on the amount of funding to be obtained from the Film Development Fund; and
  - (b) the requirement that the said loan be repaid within a certain period, with the exact date to be determined in line with the amount of loan to be taken out.

### **Grant of administration fee waiver to Beijing Normal University – Hong Kong Baptist University United International College**

14. Under the collaboration agreement between the University and Beijing Normal University (BNU) pertaining to the establishment of the Beijing Normal University – Hong Kong Baptist University United International College (UIC), the University and BNU will each receive from UIC an annual administration fee, at different percentages of the tuition income of UIC, in return for the support and administrative services they render to UIC. The UIC Council requested the two partner institutions to waive the full administration fee for the years 2005-06 and 2006-07 and half of the administration fee for 2007-08 so as to allow UIC more resources to grow and develop itself more firmly. The Council resolved to accede to UIC's request, subject to BNU's grant of a fee waiver covering the same periods.

## **Review of the grading structure and terms of appointment of research staff**

15. The Council approved for implementation with effect from 1 July 2009 the revised structure and terms of appointment of Research Staff Grade and the creation of a Research Assistant Professor grade. (HKBU staff may refer to the **Personnel Office Circular** issued by the Personnel Office for details on this subject.)

## **Revision of the rates of Private Tenancy Allowance**

16. Following an upward adjustment of the Privacy Tenancy Allowance (PTA) rates in the Civil Service with effect from 1 April 2009, the Council resolved to adopt the revised PTA rates with retroactive effect from 1 April 2009 for application to eligible staff entering into/extending/renewing a tenancy agreement on or after 1 April 2009.

**HONG KONG BAPTIST UNIVERSITY**

**Personnel Office**

**Memorandum**

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To : Deans & Heads of Departments/Offices  
Directors of Centres/Institutes/Units

Date : 30 June 2009

From : Karen Chan  
Director of Personnel

Ref. : DP/P09/F30/33(M)

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**Personnel Office Circular No. 4/2009**

**Revised Grading Structure and Terms of Appointment for Research Staff**

The University Council has, in its recent meeting, approved a number of changes to the grading structure and terms of appointment of research staff, with a view to bringing them more in line with those of other UGC-funded institutions, ensuring better support for the strategic development of the University in the area of research and meeting the changing needs of vigorous research activities. These changes to the research staff grade, as presented below and in the attached Annexes, will take effect for new appointments made on or after 1 July 2009.

**(a) Revised Grading Structure and Terms of Appointment**

2. To enable the University to be more competitive in the recruitment of research staff, broad salary ranges will be adopted, some new research staff ranks/post titles will be introduced, and flexibility will be allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and other special circumstances. The revised grading structure and terms of appointment as approved by the Council are set out in Annex 1.

**(b) Establishment of the Research Assistant Professor grade**

3. Responding to the need for senior research personnel in some Faculties/Schools/Centres to collaborate in vigorous research activities and/or lead important research projects, the University Council has also approved the establishment of a new grade of Research Assistant Professor (RAP). While the main duty of RAPs is research, teaching duties of not more than one course per semester will normally be expected. RAPs will be appointed on fixed-term contract of 1 to 3 years, up to a maximum of 5 years in total on a non-substantiable track. They will need to apply and compete for regular academic positions through open recruitment if and when such openings become available. Salary range and terms of appointment of RAP are set out in Annex 2.

**(c) Research-related Technical/Administrative Support Staff**

4. It is observed that in the past few years, there is the need for some research centres to appoint research-related technical/administrative staff for a longer duration and on a more regular basis to provide technical/administrative support in the operation of the centres and coordination of research grants/consultancy projects. In the conduct of the recent review, it is considered

appropriate that these research-related technical/administrative support staff should be appointed through the normal staff selection procedures and job evaluation process, on the appropriate salary bands of the non-teaching staff grades, and the terms of appointment of the relevant non-teaching staff category shall apply.

5. I would appreciate it if you could bring the content of this Circular to the attention of relevant colleagues within your Office. Should you have any enquiries on the matter, please feel free to contact colleagues in the Personnel Office serving your Faculties/Schools. A revised Recommendation Form for Appointment of Research Staff is also attached at Annex 3, which can also be downloaded from the Homepage of the Personnel Office.

Thank you for your attention.

Karen Chan  
Personnel Office

c.c. President & Vice-Chancellors, Vice-Presidents & Associate Vice-Presidents  
All staff – via e-announcement

**PERSONNEL POLICIES & PROCEDURES / CONDITIONS OF APPOINTMENT****RESEARCH STAFF GRADE**

<b>Staff rank</b>	<b>Entry Requirement</b>	<b>Monthly Salary (HK\$)</b>
<b><i>Research Fellow / Senior Research Associate</i></b> <i>(or carrying other functional titles especially for those recruited from overseas)</i>	PhD + relevant postdoctoral experience <u>or</u> Master's degree + substantial experience in the relevant field	25,000 – 29,000
<b><i>Research Associate</i></b>	PhD <u>or</u> Master's degree + 4 to 5 years of relevant experience	20,000 – 24,000
<b><i>Senior Research Assistant</i></b>	First degree + at least 3 years of post-qualification research experience <u>or</u> Master's degree	14,000 – 19,000
<b><i>Research Assistant</i></b>	First degree + some working experience	12,000 – 13,000
	First degree	8,000 – 11,000
<b><i>Junior Research Assistant</i></b>	Higher Diploma or Associate Degree	7,000 – 8,000

Research Staff are expected to provide support to the conduct of research, teaching development and consultancy projects, as supported by internal or external funding sources. As most of the research grants are of fixed duration, appointment of research staff is made on fixed-term basis. Terms of appointment offered are generally patterned after those of non-teaching staff grade, with certain flexibilities allowed having regard to specific restrictions of different research grants.

**A. Grading Structure**

The research staff grade comprises of ranks from Junior Research Assistant, Research Assistant, Senior Research Assistant, Research Associate to Research Fellow/Senior Research Associate.

**B. Salary Structure**

The salary ranges for the various research staff ranks will be reviewed by the Research Committee from time to time, and any revision will be presented to the Council for approval. Flexibility is also allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and other special circumstances.



### C. Terms of Appointment

Appointment is made on *fixed-term contract*. The appointment may be terminated by either party by giving the requisite period of notice as set out below :

	<b>Appointment Duration</b>	<b>1<sup>st</sup> 3 months of Appointment</b>	<b>Thereafter</b>
Research Assistant & Junior Research Assistant	Irrespective of duration	7 days	1 month
Senior Research Assistant & Above	Appointment < one year	7 days	1 month
	Appointment ≥ one year	1 month	

### D. Benefits

<b>Medical &amp; Dental Benefits</b>	<ul style="list-style-type: none"> <li>• For research staff appointed from outside Hong Kong - Accident/Medical Insurance (for the appointee only)</li> <li>• For research staff appointed locally on fixed-term appointment of less than one year - consultation at the University Health Services Centre at a discounted rate (for the appointee only)</li> <li>• For research staff appointed locally on fixed-term appointment of one year &amp; above – coverage under the Integrated Scheme 2004 (for the appointee only*) ;               <ul style="list-style-type: none"> <li>- For Research Assistant &amp; Junior Research Assistant – Group I benefits;</li> <li>- For Senior Research Assistant &amp; above – Group II benefits.</li> </ul>               [*may be extended to cover eligible family members on contract renewal after completion of 6 continuous years of service.]             </li> </ul>
<b>Retirement Benefits/Gratuity</b>	<ul style="list-style-type: none"> <li>• Mandatory contribution to the Mandatory Provident Fund (MPF) Scheme; and</li> <li>• For those on fixed-term appointment of one year &amp; above, a contract end-gratuity may be provided subject to funding availability :               <ul style="list-style-type: none"> <li>- For Research Assistant &amp; Junior Research Assistant – University contribution to the MPF Scheme &amp; contract-end gratuity will amount to 8.5% of basic salary drawn during the appointment period;</li> <li>- For Senior Research Assistant &amp; above – University contribution to the MPF Scheme &amp; contract-end gratuity will amount to 10% of basic salary drawn during the appointment period.</li> </ul> </li> </ul>

<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>• Annual leave provision : <ul style="list-style-type: none"> <li>- For Research Assistant &amp; Junior Research Assistant : 14 working days</li> <li>- For Senior Research Assistant &amp; above : 18 working days</li> </ul> </li> <li>• Annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.</li> <li>• For staff on fixed-term appointment of one year &amp; above, half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.</li> <li>• On resignation, payment of outstanding accumulated annual leave payment of outstanding accumulated annual leave will be limited to no more than two calendar weeks.</li> </ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>• 2 days of sick leave per month for the first year of service, and thereafter 4 days of sick leave per month, subject to maximum accumulation of 120 days.</li> <li>• Full-pay will be provided for the above period of sick leave</li> </ul>
<b>Maternity Leave</b>	<ul style="list-style-type: none"> <li>• In accordance with the Employment Ordinance.</li> <li>• Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.</li> </ul>

Note :

1. As research staff are appointed with funding support from research grant, there is a need for certain flexibility to be exercised having regard to restrictions imposed, if any, by different research grants. Provision of contract-end gratuity for appointment of one year or more is subject to funding availability. In case of any special requests for deviation from the above conditions of appointment on justifiable grounds, the approval of the Vice-President responsible for research will need to be sought.
2. In preparing budget for research staff appointment, PIs are advised to take into account, in addition to basic salary, the need for MPF contribution (5%), medical benefits (3%) and, as appropriate, contract-end gratuity (8.5% / 10%).

Personnel Office  
June 2009

*[Approved by the Council on 9 June 2009]*

(a) For Research Assistant & Junior Research Assistant

<b>1<sup>st</sup> 3 months of Appointment</b>	<b>Thereafter</b>
7 days	1 month

(b) For Senior Research Assistant & above

Appointment < one year	<b>1<sup>st</sup> 3 months of Appointment</b>	<b>Thereafter</b>
	7 days	1 month
Appointment $\geq$ one year	1 month	

PERSONNEL POLICIES & PROCEDURES / CONDITIONS OF APPOINTMENTRESEARCH ASSISTANT PROFESSOR

Staff rank	Entry Requirement	Monthly Salary (HK\$)
<i>Research Assistant Professor</i>	PhD + a good record of postdoctoral research experience	23,900 – 51,000

Research Assistant Professors (RAP) are senior research personnel who are expected to collaborate in vigorous research activities and/or lead important research projects in an academic department or a research institute/centre. While their main duty is research, teaching duties are normally expected but should not be more than one course per semester.

**A. Grading Structure**

The RAP is considered a transitional grade between Postdoctoral Fellow and Assistant Professor. As their appointment is made on fixed-term on a non-substantiable track, RAP will need to apply and compete for regular academic positions at the Assistant Professor rank through open recruitment if and when such openings become available.

**B. Salary Structure**

Salary range of the Research Assistant Professor grade is aligned to those of the Lecturer II/I ranks.

**C. Terms of Appointment**

- Research Assistant Professors are appointed on fixed-term contract for 1 - 3 years, and renewable up to a total appointment period of 5 years.
- The appointment may be terminated by either party by giving three months' notice or salary in lieu of notice.

## D. Benefits

<b>Medical &amp; Dental Benefits*</b>	Integrated Scheme 2004 (Group II Benefits) for appointee and eligible family members.
<b>Retirement Benefits/Gratuity*</b>	University contribution within a range of <u>10% to 15%</u> of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms:  (a) Contribution to an MPF Scheme; and (b) Contract-end gratuity
<b>Annual Leave</b>	<ul style="list-style-type: none"><li>• 22 working days (to be taken during the period of lower teaching activities)</li><li>• Annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.</li><li>• For staff on fixed-term appointment of one year &amp; above, half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.</li><li>• On resignation, payment of outstanding accumulated annual leave will be limited to no more than one calendar month.</li></ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"><li>• 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month, subject to maximum accumulation of 120 days.</li><li>• Full-pay will be provided for the above period of sick leave</li></ul>
<b>Maternity Leave</b>	<ul style="list-style-type: none"><li>• In accordance with the Employment Ordinance.</li><li>• Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.</li></ul>

\*Applicable for appointment period of one year & above.

Personnel Office

June 2009

*[Approved by the Council on 9 June 2009]*

## HONG KONG BAPTIST UNIVERSITY

## Personnel Office

CONFIDENTIAL

PERS/RCT/F304

## Recommendation on Research Staff Appointment

I. **Recommended Appointment\***

1. Name: \_\_\_\_\_ ( \_\_\_\_\_ )  
(Prof./Dr./Mr./Mrs./Miss/Ms.) *Surname first* (Name in Chinese)
2. Date of Birth: \_\_\_\_\_ (d/m/y) Nationality: \_\_\_\_\_ HKID/Passport No.: \_\_\_\_\_  
(copy to be supplied on appointment)  
*\*(Please attach a completed Employment Application Form or a full curriculum vitae showing the candidate's qualifications & working experience)*
3.  New Appointment  Extension of Appointment (with copy of valid visa, if applicable)
4. Faculty/School/Department: \_\_\_\_\_
5. Rank:  Junior Research Assistant  Research Assistant  Senior Research Assistant  
(See Note 4)  Research Associate  Research Fellow / Senior Research Associate (please delete as appropriate)
6. Post Title:  Same as the above  Visiting Research Scholar  Postdoctoral Research Fellow
7. Duration of Appointment: from \_\_\_\_\_ (d/m/y) to \_\_\_\_\_ (d/m/y)  
(See Notes 1 & 2)  
on a temporary basis for a period of \_\_\_\_\_ month(s)/year(s)
8. Source of Funding:  FRG/RGC Ref.: \_\_\_\_\_  
 Others: \_\_\_\_\_
9. Appointee's Actual Fixed Salary/Stipend: HK\$ \_\_\_\_\_ per month/for the specified period
10. Contract-end Gratuity:  10% (for Senior Research Assistant, Research Associate, Research Fellow & Senior Research Associate)  
(for appointment of one year or above & subject to funding availability)  8.5% (for Junior Research Assistant, Research Assistant)  
 No gratuity provision
11. Medical: (a)  Accident/Medical Insurance (Source of Funding: \_\_\_\_\_)  
(See Guideline 6) (b)  Medical and Dental Benefits (Source of Funding: \_\_\_\_\_)  
(c)  Separate insurance coverage in PRC for # 3 / 6 months from \_\_\_\_\_ (d/m/y) to \_\_\_\_\_ (d/m/y) (required only for PRC citizen whose appointment period is below 6 months and who needs to travel to Mainland China on business during the appointment period.)  
(Source of Funding: \_\_\_\_\_)  
(d)  Discounted out-patient services at the Health Services Centre (for full-time appointment only)
12. Remarks: \_\_\_\_\_

Recommended by the Investigator/Budget Controlling Officer

**Declaration of Interest:** (1) I know\* / do not know the recommended appointee personally (\*Please state relationship \_\_\_\_\_)  
(Please indicate) (2) The appointee is / is not a person to whom I owe a favour or is obligated in any way.

Signed by the Investigator

Name in Block Letters

Ext. No.

Date

II. **Approved by:**

**Declaration of Interest:** (1) I know\* / do not know the recommended appointee personally (\*Please state relationship \_\_\_\_\_)  
(Please indicate) (2) The appointee is / is not a person to whom I owe a favour or is obligated in any way.

Dean/Chairman of Research Committee/VP

Date

III. **Confirmation of the Budget (For Finance Office Use Only)**

A/C Code (Salary): \_\_\_\_\_  
A/C Code (MPF): \_\_\_\_\_  
A/C Code (Medical): \_\_\_\_\_  
Project Completion Date: \_\_\_\_\_

Remarks:

Checked/Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

- Notes: 1. This appointment is subject to the final approval of the Dean of respective Faculty/School, Chairman of Research Committee or VP as appropriate. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed.
2. Please allow at least two weeks' lead time for processing the recommended appointment.
3. Please pass to the appropriate authority for approval as indicated in Part II, and send this form together with copies of relevant documents to the Personnel Office for preparing the Letter of Appointment.
4. Post title and salary for research staff should be in line with those as approved by the University Council.
5. Full-time postgraduate research students receiving studentship are not allowed to take up any research staff appointments.

P.T.O. →

## Guidelines on Research Staff Appointments

### 1. **Procedures**

For research staff appointments, the Investigator should initiate the process of appointment. The Investigator can either ask the Personnel Office to advertise for the research staff post, or, if a suitable candidate has been identified, fill out this Recommendation and send it together with copies of CV, Hong Kong Identity (HKID) Card and certificates of the candidate to the Personnel Office for preparing the Letter of Appointment. The Finance Office will be asked to confirm the budget and advise the Personnel Office direct. Should there be any deviation from the budget approved by the Research Committee in terms of salary, salary grades, etc., the Investigator must consult the Personnel Office and approval from the Chairman of Research Committee should be sought. Upon receipt of this form and budget confirmation from the Finance Office, the Personnel Office will issue an appropriate Letter of Appointment to the candidate. The lead time for processing an appointment will be at least two weeks in normal circumstances, so Investigators are reminded to submit their recommendations early.

### 2. **Appointments**

All research staff appointments to be processed through the Personnel Office are subject to the final approval of the Dean of respective Faculty/School, Chairman of Research Committee or VP as appropriate. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed. The effective date of appointment should normally not be retroactive.

### 3. **Conflict of Interest**

In making these temporary appointments, as in the making of all other University appointments which would involve a formal recruitment process to ensure objectivity and impartiality, Investigators are reminded to adopt the principles of openness and fairness to avoid any possible suspicion of favouritism or nepotism arising from employing friends or relatives in the same office.

### 4. **Salary**

Salary offered for all research staff appointments should be made in accordance with the grades and salary ranges as approved by the University Council. Flexibility is allowed for offering "off-scale" salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and special circumstances. No automatic yearly increment is assumed.

### 5. **HKID Card/Employment Visa**

In filling out the Form, the Investigator must ensure that a copy of the candidate's HKID Card/Passport is attached. The name of the candidate provided should be the same as that appears on his/her HKID Card/Passport. If the appointee is not a local resident, the Investigator should make sure that the appointee is holding a valid passport and an employment visa as required by law and should ensure that a copy of the appointee's valid passport and employment visa will be provided to the Personnel Office upon his/her arrival.

### 6. **Medical Benefits/Insurance**

All full time local/overseas research staff and staff on part-time/fractional time appointment who work for 18 hours or more per week and for a continuous period of 4 weeks are provided with out-patient services offered at the Health Services Centre on campus at a discounted rate set by the University. In addition, local research staff with appointment period of one year and above are eligible for medical and dental benefits under the Integrated Scheme 2004. Full-time research staff from outside Hong Kong regardless of the duration of appointment will be offered an Accident/Medical Insurance. For research staff who are PRC citizens without a HKID card and need to travel to Mainland China on business during the appointment, separate insurance coverage in Mainland China will be required.

### 7. **Staff I.D. Card**

Staff I.D. Card will be issued to research staff with appointment period of 3 months and above. For full-time research staff with appointment period of less than 3 months, temporary staff ID cards will be issued for identification and using University's facilities. Investigators will need to help these staff to request a Departmental Library Card from the department concerned for borrowing books from the library.

### 8. **Extension of Service**

In the event that extension of service is necessary and funding is sufficient to pay for the extended period of appointment, the Investigator should submit a new recommendation form to the Personnel Office as soon as possible. The Personnel Office will then process the case as appropriate.

### 9. **Severance Payment**

A research staff who has been continuously appointed for a period of not less than 24 months immediately prior to the expiry of his/her contract without renewal, or dismissal by reason of redundancy or lay-off is eligible to severance payment according to the Employment Ordinance. Investigators of research projects other than those funded by FRG and RGC grants will need to make provision for severance payment for the research staff once their total appointment period with the University reach 24 months or above upon appointment/re-appointment.

### 10. **Termination of Service**

In the event of resignation of research staff before the completion of appointment, the Investigator must inform the Personnel Office in writing as soon as possible to make necessary arrangement for salary/stipend payment. All departing staff are subject to existing clearance procedures.