

## 校董会于二零零九年六月九日举行的会议上所作出的决定

### 持续教育学院向政府贷款兴建石门校园开办国际学院的贷款条件修订

1. 校董会于二零零三年六月批准大学与政府签订批地及服务协议，向政府借用一笔分十年摊还的免息贷款，在位于沙田石门第 11 区沙田市地段第 540 号的土地上兴建及开设国际学院石门校园。校董会同时批准大学拨出一笔过渡性贷款支持上述项目。
2. 由于多家副学士学位课程办学团体的要求，政府决定允许副学士学位课程办学团体申请延期归还兴建校园的贷款，还款期由十年延长至最多二十年，首十年仍然免息，剩余的贷款自第十一年起须缴付浮息，息率相等于政府提供贷款的成本。
3. 校董会确认以书面形式所作的决定，同意大学向政府申请把上述贷款的还款期延长至二十年，同时亦通过贷款条件以及大学内部过渡性贷款的安排的相关修订。

### 在大学与尖沙咀街坊福利会订立的契约盖上大学法团印章

4. 校董会确认以书面形式所作的决定，批准：
  - (a) 在大学与尖沙咀街坊福利会订立的契约盖上大学法团印章；大学将根据契约继续与该会合作，在其位于弥敦道的会址经营持续教育学院教学中心；及
  - (b) 签署确认上述盖章的安排。

### 校董会辖下委员会成员的任命

5. 校董会议决：
  - (a) 任命工商管理学院院长、中医药学院院长、传理学院院长及持续教育学院院长为荣誉学位委员会成员，任期自二零零九年九月一日起至二零一一年八月三十一日止；及
  - (b) 任命叶楚茵小姐为校园拓展及设施管理委员会成员，任期与她以香港浸会大学学生会署理会长的身分担任校董会当然成员的任期相同。

### 在与浸会大学道校园基建工程相关的批地条款修订书及 2007-12 年校园扩建计划的相关文件盖上大学法团印章

6. 2007-12 年校园扩建计划分四期进行。大学向香港政府地政总署申请修订批地条款以容许(a)在位于新九龙内地段第 6127 号的联校运动中心露天停车场兴建教学、文娱康乐及行政大楼的附翼大楼（属于校园扩建计划第三期工程），与及(b)在位于新九龙内地段第 6173 号的浸会大学道校园兴建行人天桥，连接新九龙内地段第 6127 号。

7. 校董会确认批准：

(a) 为进行浸会大学道校园建设工程，在新九龙内地段第 6127 号和新九龙内地段第 6173 号的批地条款修订书盖上大学法团印章；及

(b) 签署确认上述盖章的安排。

8. 预期 2007-12 年校园扩建计划的第一、三及四期工程尚有文件需要盖上大学法团印章，因此校董会批准：

(a) 在上述文件盖上大学法团印章；及

(b) 签署确认上述盖章的安排。

**2009 至 10 年度的大学经常预算以及持续教育学院、校牧处、学生宿舍及吴多泰博士国际中心 2009 至 10 年度的财政预算**

9. 校董会通过 2009 至 10 年度的大学经常预算以及持续教育学院、校牧处、学生宿舍及吴多泰博士国际中心 2009 至 10 年度的财政预算。

**2009 至 10 年度大学教育资助委员会资助课程的学费**

10. 校董会通过：

(a) 2009 至 10 年度本校所有由教资会资助的本科与研究院课程的学费及其它相关收费将维持在 2008 至 09 年度的水平；及

(b) 假如日后政府宣布的 2009 至 10 年度全日制学位课程的学费有异于 2008 至 09 年度的水平，大学将按比例调整学位课程学费和其它相关收费的水平，毋需再经校董会审批。

**校园总体发展计划 (Campus Master Plan) 中的相关工程**

11. 大学在制定 2007-12 年校园扩建计划 (Campus Expansion Plan 2007-12) 之后，进一步制定了校园总体发展计划，确保校园用地的分配足以应付大学 (尤其是 2012 至 13 年实施学制改革及以后) 的需要。根据校园总体发展计划，在二零一零年至二零一四年之间，将有多项直接和间接的相应工程在善衡校园和逸夫校园分期展开。大学将向教资会申请「改建、加建、修葺暨改善工程」拨款进行上述工程。

12. 由于申请「改建、加建、修葺暨改善工程」拨款的竞争激烈，校董会议决如果校园总体发展计划中的间接相应工程不获拨款，大学可以从「香港浸会大学发展基金」拨款进行这些工程。

## 向电影学院提供贷款

13. 大学中央辖下的校务委员会于二零零九年五月通过传理学院辖下的电影电视系升格并易名为「电影学院」，目的是把大学建立成为开办电影专业培训课程的重点办学机构，并满足电影业对人才的需求。香港政府商务及经济发展局对此表示支持。电影学院已经向电影发展基金申请拨款，在等候申请是否获批之际，校董会议决：
  - (a) 拨出一笔免息贷款予电影学院，确切的贷款额视乎电影发展基金的拨款额而定；
  - (b) 上述贷款的还款确切限期，视乎贷款额而定。

## 豁免北京师范大学 - 香港浸会大学联合国际学院的行政费

14. 根据香港浸会大学与北京师范大学合作成立联合国际学院的协议，两校每年各自按照联合国际学院学费收入收取不同百分比的行政费，作为为联合国际学院提供支持及行政服务的回报。联合国际院校董会要求两校豁免2005至06年度和2006至07年度的行政费，以及2007至08年度半数行政费，使学院于创校初期有更多的资源作发展之用。校董会议决接纳联合国际学院的要求，条件为北京师范大学亦须豁免同期的行政费。

## 研究人员职系架构及聘用条件的检讨结果

15. 校董会通过经修订的研究人员职系架构及聘用条件，以及开设「研究助理教授」职系，自二零零九年七月一日起施行。(香港浸会大学教职员可以参阅人事部通告了解有关详情。)

## 自行租屋津贴额的调整

16. 公务员的自行租屋津贴额由二零零九年四月一日起上调。校董会议决跟随政府上调自行租屋津贴额，生效期追溯至二零零九年四月一日。凡于二零零九年四月一日或以后订立新租约、延长租约或续租而又有资格领取自行租屋津贴的教职员，均可按照新津贴额领取津贴。

**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 APPOINTMENTRESEARCH STAFF GRADE

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

<b>Staff rank</b>	<b>Entry Requirement</b>	<b>Monthly Salary (HK\$)</b>
<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.