

Hong Kong Baptist University Human Resources Office

Application for Undertaking Outside Practice OP2 – General education work and other outside work

Notes

1	How to complete the form <ul style="list-style-type: none"> Part I – to be completed by the applicant. Part II – to be completed by the supervisor (as appropriate) and the approving authority.
2	Required documents <ul style="list-style-type: none"> Written document/agreement/letter of appointment from the employing institution/organisation indicating the nature of work to be involved, the no. of working hours per week/month expected, and the remuneration to be received should be submitted together with this form. Copies of approved application should be sent to the Dean of relevant Faculty/School, Head of relevant Department/Office, Finance Office and Human Resources Office for record and appropriate follow-up actions. The information collected will be used for processing your application and will be presented to the relevant parties as stated above for consideration/deliberation or follow-up actions.
3	IMPORTANT – Prior approval is required.

Part I – to be completed by the applicant

A	Personal Data			
	Name	(English)	(Chinese)	
	Dept./Office		Tel./Ext.:	
	Title/Position			

B	Information on Outside Practice	
	1.	Nature of Outside Practice:
	2.	Employing Institution/Organisation:
	3.	Work Venue:
	4.	Period of Appointment/Contract: From: _____ to _____
	5.	Remuneration:
	6.	No. of working hours per day/week/month involved:
7.	Total cumulative no. of working hours/days* already been approved to be spent on outside practices in this reporting year: <i>(*including hours/days spent and expected to be spent on approved outside practices)</i>	

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C.	Please state reason(s) for undertaking this outside practice:

D.	I undertake and/or ensure that <ol style="list-style-type: none">1. this outside practice is entirely on an individual basis and <u>not</u> on behalf of the University; The University shall have no liability to all work to be undertaken in this connection;2. the University shall be properly reimbursed for all costs incurred in the use of the University's equipment, facilities or resources, if any;3. no conflict of interest is involved in my undertaking of this outside work;4. my normal duties will not be greatly disrupted or adversely affected; and5. the University regulations on outside practice have been fully read and well understood.
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I confirm that all information provided is true and correct, and acknowledge that if the engagement of outside practice caused any damages to the University, the University will reserve its right to take any legal action where appropriate.

Signature: _____ Date: _____

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Part II – to be completed by the supervisor and approving authority

Please refer to the following table for the appropriate approving authority:

Applicant	Approving authority #
Staff in Faculties/Schools	Dean
Staff in Administrative Offices	Head of Administrative Offices
Deans and Heads of Administrative Offices	P/VC / Provost / VP / CIO
Provost/Vice-Presidents (VPs)/Chief Innovation Officer (CIO)/Associate Vice-Presidents (AVPs)	P/VC
President and Vice-Chancellor (P/VC)	Council Chairman

In accordance with the reporting relationship

Section A – to be completed as appropriate

A	For Supervisor (e.g. Head of Department/Office), as appropriate
	<ol style="list-style-type: none"> 1. I have reviewed all the above information according to the University's approval guidelines and would recommend to *approve/disapprove for the application. 2. Other remarks:

**Delete whichever not applicable*

Head of Department/Office

Signature: _____ Date: _____

Name: _____ (in block letters)

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Section B

B	For Approving authority
	<ol style="list-style-type: none">1. I *approve/disapprove the application.2. Other remarks:

** Delete whichever not applicable*

Signature: _____ Date: _____

Name: _____ (in block letters)

c.c. Dean of relevant Faculty/School
 Head of relevant Department/Office
 Finance Office
 Human Resources Office