

HUMAN RESOURCES POLICIES AND PROCEDURES / STAFF DEVELOPMENT**Long-term and Intermittent-term Staff Development Programmes****1. Definitions**

- 1.1 Long-term programmes: Study programmes/courses lasting for more than 6 months.
- 1.2 Intermittent-term programmes: These refer to short visits to overseas institutions in summer for completion of a higher degree qualification.

2. Objectives

- 2.1 Long-term/intermittent-term staff development programmes demand considerable commitment from both the staff and the University in terms of time, financial resources and service periods. While the University as an educational institution would in general encourage staff to engage in developmental pursuits, consideration of financial support for such programmes as “staff development programmes” would need to be carefully considered in the context of the needs of the University. Specifically, the approving authority, in granting support for such programmes, must be satisfied that:
 - (a) the programme is considered essential to a staff member on substantiated / continuous contract / continuous / confirmed appointment in the discharge of his/her **current** work responsibilities; or
 - (b) the programme is considered essential to a staff member on substantiated / continuous contract / continuous / confirmed appointment, in the discharge of his/her **future** work responsibilities in which case a clear staff re-deployment plan or promotion plan must be submitted by the supervisor; or
 - (c) the programme is considered essential to a staff member whose appointment is on fixed-term/non-substantiated contract, in which case there must be clear evidences from the Faculty/School/Office that **candidates who have completed such programmes are in short supply** so much so that University’s support for serving staff to complete such programmes is seen by the supervisor as a better alternative than recruiting direct from the market.
- 2.2 In addition to considering the resource implication of long-term/intermittent-term programmes, supervisor should note that recipients of these programmes need to fulfil an obligation of returning to serve the University for a specified period on completion of their development programmes. It is therefore not advisable to grant long-term support to staff members whose appointments are on short-term/initial contract. However, long-term support could be considered in the case where a supervisor would wish to groom a staff member, whose contract has been renewed for a considerable length of time and who has proposed a relevant study programme.

3. General Guidelines for Approval of Grant/No-pay Study Leave

3.1

Type	Local programmes	Overseas programmes (Note (a))		
	Full-time/part-time	Study leave without pay (normally for 1 year)	Intermittent programmes	Distance learning programmes
Grant (Note (b))	Normally not more than 2/3 of tuition of the course (with 2 grants for master's degree or post-graduate diploma courses, and 3 grants for doctoral degree courses)	Normally the grant will be up to HK\$75,000 , plus a travel allowance of HK\$18,000 at the maximum (In case a second grant is approved, the amount will be not more than 1/2 of the first grant)	Normally 2 travel grants for a master's degree and up to 3 travel grants for a doctoral degree	Normally up to 1/2 of tuition of programme
Eligibility	Full-time staff with at least 1 year's service (Please refer to Part 2)	Full-time staff with at least 2 years' service (Please refer to Part 2)		
Obligation	<ul style="list-style-type: none">• Complete the programme.• Submit a full report on completion of programme (Note (c)).• Return to serve the University: (i) for local programmes, and intermittent-term and distance learning overseas programmes: at least 1 year's service; (ii) for 1-year study leave: a period of service which doubles the study leave duration stipulated in the approval letter (normally 2 years' service after 1 year's study leave and a further 1 year after a second year's leave with grant).• Refund the full grant and an amount equal to all benefits accorded to the staff member and his/her dependent family during the period of absence if resigning before completion of the programme, or failing to serve the University for the specified period of time, or leave the University's employment for whatever reason upon the expiry of the staff's present contract or failing to complete the programme.			

Notes:

- (a) Calculation of costs of relevant items in **overseas** programmes:
- Travelling expenses: The lowest airfare possible. The applicant could approach the Finance Office for advice on the quoted airfares.
 - Accommodation expenses: The reasonable choice in the printed information provided by the relevant institution or in quoted lists. The number of nights of accommodation granted would be the number of nights needed for the approved programmes, plus one additional night if necessary.
 - Cost of meals and other expenses: A daily subsistence allowance may be provided. In this regard, please refer to the Guidelines on Daily Subsistence Allowance which can be viewed in the [Finance Office website](#).
- (b) In cases where applicants are approved **token support** (normally equivalent to 1/4 of the programme fees) for their study programmes, the service requirement for these recipients to observe on completion of their programmes will be adjusted to a period of 6 months.
- (c) All reports should be concise and kept within a length of **2 to 4 pages** (single-sided A4 paper), describing the nature and date of the programmes undertaken, and the benefits gained from such programmes that meet the objectives planned in the applications. Reports should be submitted to the Head of Department and copied to the Dean/Vice-President as well as to the Human Resources Office for record purpose.

- 3.2 **The approval of grant in support of long-term/intermittent-term programmes (including doctoral programmes) rests with the respective Deans/Vice-Presidents** (according to the reporting relationship as detailed in the [Annex](#)).
- 3.3 Under normal circumstances, it is expected that the central guidelines established by the Staff Affairs Committee on the level of support for each development programme will be followed. However, **budget-holders are also encouraged to use their discretionary judgement to provide/recommend a higher or lower level of support for some development programmes on the basis of merit and as a form of recognition and reward for performance.**
- 3.4 Upon approval of the budget-holders, the applications will be forwarded to the Human Resources Office for necessary follow-up actions. Applicants will be informed through the Human Resources Office of the result of application.
- 3.5 Successful applicants will need to sign an undertaking to indicate acceptance of the grant/study leave and the associated obligations. The Human Resources Office will inform these applicants of submission of report after they have completed their study programmes.
- 3.6 **To claim reimbursement**, applicants should send the original of official receipts to the Finance Office direct for processing. To support the claim for a subsistence allowance, staff will ONLY have to submit proof of staying overseas indicating the duration of the trip, such as airline tickets, boarding pass or hotel bills. Upon completion of all necessary accounting procedures, the Finance Office will arrange payment to the staff concerned.
4. **Application**
- 4.1 **Application forms** for long-term/intermittent-term programmes can be downloaded from the [Human Resources Office Homepage](#).
- 4.2 Applications must be made **prior to commencement of the proposed study programmes**, and could be processed in advance of formal admission by the institutions concerned. Applications submitted after commencement of the programmes will not be considered.
- 4.3 Applicants should submit the completed application forms together with adequate supporting documents to the relevant Deans of Faculties/Schools/Vice-Presidents through the Heads of Departments/Offices prior to commencement of programmes. Normally mid-February will be the deadline for submission of applications for long-term programmes beginning in September of the year.
- 4.4 **Supporting documents** of a staff development grant application should include the following:
- (a) information stating the name, date, content, and fees of the study programme;
 - (b) letter of acceptance to the programme issued by the institution/organizing body, if available; and
 - (c) information about the re-deployment or promotion plan of the staff concerned or any recruitment difficulties of candidates in the relevant discipline submitted by the supervisor as stipulated in Part II, if applicable.

Human Resources Office
July 2014

Short-term/ Long-term Staff Development Programmes
Approving Authorities and their Respective Functional Units 2024-25

Annex

Approving Authority	Functional Units
Dean of Arts and Social Sciences	Faculty of Arts and Social Sciences
Dean of Business	School of Business
Dean of Chinese Medicine	School of Chinese Medicine
Dean of Communication	School of Communication
Dean of Creative Arts	School of Creative Arts
Dean of Science	Faculty of Science
Dean of School of Continuing Education	School of Continuing Education
Provost	Office of the President and Vice-Chancellor Office of the Provost Office of the Associate Vice-President (Engagement) Deans of Faculties/Schools BNU-HKBU United International College Chaplain's Office Internal Audit Office Institute for Innovation, Translation and Policy Research Library Knowledge Transfer Office Office of Institutional Research and Planning
Vice-President (Research and Development)	Office of the Vice-President (Research and Development) Graduate School Institute of Bioresource and Agriculture Life Science Imaging Centre Research Office State Key Laboratory of Environmental and Biological Analysis
Vice-President (Teaching and Learning)	Office of the Vice-President (Teaching and Learning) Office of Associate Vice-President (Student Experience) Academic Registry Centre for Holistic Teaching and Learning Centre for Innovative Service-Learning CLAP-TECH Centre Division of Transdisciplinary Undergraduate Programmes General Education Office Language Centre International Office Office of Student Affairs
Vice-President (Administration) and Secretary	Office of the Vice-President (Administration) and Secretary Alumni Affairs Office Communication and Public Relations Office Estates Office Finance Office General Administration Office Human Resources Office Office of Information Technology University Advancement Office University Engagement Office Planning Office for the Chinese Medicine Hospital