

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

1.1 Short-term programmes refer to:

- (a) conference/seminar attendance; and
- (b) study programmes/courses lasting for a period not more than 6 months.

1.2 Local/overseas programmes:

Those held in Hong Kong and bordering locations where overnight accommodation is not required are classified as “local” programmes, while those held outside Hong Kong where overnight accommodation is required are “overseas” programmes.

2. General Guidelines for Approval of Grant

2.1

Type	Study programmes/Courses		Conferences/Seminars	
	Local	Overseas	Local	Overseas
Grant	Normally not more than 2/3 of tuition of the course	Normally not more than 1/2 of tuition of the course	Registration fees only	<ul style="list-style-type: none">Registration fees only if not presenting paper;Full registration fees plus 1/2 of other cost if presenting paper*
Eligibility	Full-time staff	Full-time staff with at least 2 years' service	For full-time Academic/Teaching Staff and Non-teaching Staff on Managerial/Senior Professional Category	
Obligation	<ul style="list-style-type: none">Complete the course/conference/seminarSubmit a report on completion of the programme when required by the approving authorityRefund the full grant if resigning before completion of the programme or if failing to complete the programme			

* Calculation of estimated total cost for these programmes is set out in par. 2.2.

2.2 Estimated total cost for **overseas** short-term programmes covers:

- (a) Travelling expenses: The lowest airfare possible. The applicant could approach the Finance Office for advice on the quoted airfares.
- (b) Accommodation expenses: The reasonable choice in the printed information submitted by the applicant. The number of nights of accommodation granted would be the number of nights needed for the official programmes, plus one additional night if necessary.
- (c) Registration fees: As stated in the printed information submitted by the applicant. Normally, only registration fees, excluding board or meals, will be covered if the applicant attending the conference/seminar will not present paper.
- (d) 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](#).

2.3 **The approval of grant in support of short-term programmes rests with the respective Deans/Vice-Presidents** (according to the reporting relationship of offices as detailed in the [Annex](#)).

2.4 **Applicants should obtain approval for leave of absence** to attend short-term courses or conferences/seminars from their Heads of Departments/Offices in accordance with established leave regulations. Applicants may apply for time off for attending day-release programmes on the understanding that arrangements should be made with their Heads of Departments/Offices on application to make up for such time off. Classes or other duties missed, if any, should be covered. The Human Resources Office should also be notified if the period of leave granted involves annual leave.

2.5 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 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.**

2.6 Contents of the proposed course/conference/seminar should be relevant to the applicant's job duties or teaching field.

2.7 No two concurrent grants should be given to a staff member to support more than one individual short-term course/subject in the same period of time.

2.8 The University has a general policy of offering grants to support the following short-term courses:

- (a) Chinese language courses (either Cantonese or Putonghua) at relevant levels for one term only for non-Chinese speaking staff members;
- (b) English language courses at relevant levels for up to two terms or two subjects, and Putonghua courses for one term only for clerical/secretarial staff members.

2.9 Successful applicants of short-term programmes are expected to present a certificate or other documents to the relevant Vice-Presidents or Deans to prove their completion of the courses/programmes or attendance of conferences/seminars.

- 2.10 **To claim reimbursement**, applicants should present the original of official receipts together with the signed application forms to the relevant budget-controlling officers as soon as those documents are ready. 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.

Should all receipts be checked to be in proper order, the relevant budget-controlling officers will send them to the Finance Office together with a copy of the approval forms. The actual amounts to be reimbursed should be marked in the approval forms should there be any discrepancy in the original approved amounts. Upon completion of all necessary accounting procedures, the Finance Office will arrange to credit the appropriate amounts into the applicants' bank accounts.

3 Guidelines

- 3.1 **Application forms** for short-term programmes can be downloaded from the [Human Resources Office Homepage](#).
- 3.2 **Applications for grant must be made prior to commencement of the courses/conferences/seminars** and could be processed in advance of formal admission by the institutions concerned. Applications submitted after commencement of the relevant programmes will not be considered.
- 3.3 Applicants should submit the completed application forms together with adequate supporting documents to the relevant Deans of Faculties/Schools or Vice-Presidents through the Heads of Departments/Offices prior to commencement of programmes.
- 3.4 **Supporting documents** of a staff development grant application should include the following:
- (a) information stating the name, date, content, and registration/course fees of the programme;
 - (b) letter of acceptance to the programme issued by the institution/organizing body, if applicable.

For *overseas* programmes, the following documents are also required in addition to the above:

- (c) invitation letter for presenting papers issued by the organizing body if the applicant will present paper in a conference/seminar;
- (d) printed information stating the cost of accommodation (e.g. hotel rate), meals and other relevant items, as provided by the organizing body.

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