THE UNIVERSITY OF HONG KONG

To: List A

Teaching Exchange Fellowship Scheme

Objectives

As a leading international institution of higher learning, the University strives to provide a comprehensive education and serve as a focal point of intellectual and academic endeavour in Hong Kong, China and Asia and act as a gateway and forum for scholarship with the rest of the world.

2. The Teaching Exchange Fellowship Scheme aims to enhance the scholarship of teaching at the University through enabling academic staff members to share experience and to collaborate on teaching and curriculum development initiatives at reputable universities where excellent pedagogical practices or curriculum innovation are being implemented, and to facilitate reciprocal visits to the University by academic staff of these institutions. The Scheme is a measure also to ensure that our curriculum and pedagogy are benchmarked against international best practice.

Eligibility

3. All full-time teaching staff with a minimum of two years of service at the University are eligible to apply. Applicants are expected to take a leadership role in curriculum enhancement and pedagogical innovations at the departmental/Faculty level.

Awards

4. The grant which can be awarded for one application is up to $50,000. A teaching relief grant of up to $60,000 may also be allocated to the successful applicant’s department (see para 5(a) below). Details of the award are set out below:

(a) For outgoing visits

The grant of up to $50,000 is expected to cover travel (including airport-city transportation expenses on public means) and partial accommodation expenses of the academic staff to facilitate his/her visit to a university renowned for its excellence in teaching and learning. The actual allocation will depend on the destination and the duration of the visit, which may extend to one semester. The absence of the academic staff from the University for the visit will be subject to the University’s conditions and application procedures for professional/sabbatical leave.

In addition, a teaching relief grant of up to $60,000 may be awarded to the department concerned if the teacher’s absence covers a substantial period of a semester and the department concerned considers it necessary to appoint a replacement teacher.

(b) For invitation of visitors

The grant is expected to cover the visitor’s travel, accommodation expenses at the Robert Black College or equivalent, and a per diem allowance of $250 per
day, subject to a maximum grant of $50,000 for the visit. The visitor will have to bear the financial responsibility for his/her medical/travel insurance as necessary.

Application Procedure

5. Applicants are expected to liaise with the receiving institution/visitor beforehand, following which they should submit to the Teaching and Learning Quality Committee (TLQC) a proposal inclusive of the following information:

(a) For outgoing visits
- name of the receiving university and the proposed dates of the visit (confirmation from the receiving university to be attached);
- the objective(s) and programme of the visit, including teaching areas to be explored and academic activities to be undertaken, and how the initiatives explored will be incorporated into the curriculum;
- the lump sum grant requested, with budget breakdown on airfare and accommodation for the visit (a maximum of $50,000 may be granted to cover a return economy airfare and accommodation expenses incurred during the visit); local transportation (except airport-city transportation on public means) and meal expenses are normally not supported;
- whether a teaching relief grant is required and, where applicable, the course(s) to be taught by a replacement teacher during the period of absence and how the requested grant is calculated, with indication of agreement to this arrangement from the Head of Department/Dean of Faculty;
- applicant’s detailed curriculum vitae, highlighting evidence of achievements in teaching and curriculum development;

(b) For invitation of visitors
- name of the scholar and his/her affiliated university; and the proposed dates of visit (initial liaison with the scholar showing his/her interest to visit the University to be attached);
- the objective(s) and programme of the visit, including teaching areas to be explored and academic activities to be undertaken, and how the initiatives explored will be incorporated into the curriculum;
- the lump sum grant requested, with budget breakdown on airfare, accommodation, and per diem allowance (a maximum of $50,000 may be granted to cover a return economy airfare, accommodation at the Robert Black College or equivalent and a per diem allowance of $250 per day); and
- the visitor’s detailed curriculum vitae, in particular his/her proven record of achievements in teaching and curriculum development.

6. Applications should be endorsed by the applicant’s Head of Department and Faculty Dean, with comments from each of them on the relevance of the proposal to the Faculty’s/Department’s strategic objectives and academic direction in Teaching and Learning. The department of the applicant concerned will bear responsibility for the visit logistics, including providing office space and necessary office equipment, and arranging accommodation for the visitor, if necessary.

Selection

7. Applications will be considered by the TLQC, on the advice and recommendation of a sub-group of the Committee. Awards will be made having regard to the merits of the proposal, evidence of the applicant’s/the visiting scholar’s previous contributions to teaching and learning and curriculum design, and comments from the Head of Department and the
Dean of the Faculty. Priority will be given to proposals that can clearly articulate their impact on and alignment with the University’s or Faculty’s strategic objectives and academic direction and/or enhance the quality of teaching and learning at the University. However, proposals that aim to enhance the teaching and learning of self-financed programmes/activities will not be supported.

Reporting Requirements

8. Successful applicants are required to submit a report to the TLQC within one month after the incoming/outgoing visit, giving a financial statement with a breakdown of expenses and details of the teaching and learning activities undertaken during the visit, insights and good practices gathered from the visit, and plans for disseminating/sharing the experience and further collaboration. Any plans to generate educational research and publications should also be reported. They are also required to present their work at a seminar organized by the Centre for the Enhancement of Teaching and Learning (CETL).

Submission of Applications

9. Applications in 2015-16 will be processed in two rounds with the following deadlines:

   1st round – Friday, November 13, 2015
   2nd round – Friday, March 18, 2016

10. Applications and the supporting documents should be submitted to Ms. Julie Lau, Secretary of the TLQC Sub-Group on Teaching Exchange Fellowship, c/o Curriculum Development and Quality Assurance Section, Registry. Interested colleagues are encouraged to attend the CETL seminars in October 2015 and January 2016, which will provide an overview of the Scheme and advice on the preparation of the application. Application results will be available in January and May 2016 respectively.

11. It would be appreciated if this circular could be brought to the attention of eligible staff members in your Department/School. This circular can also be accessed via the University’s Teaching and Learning homepage (http://tl.hku.hk/tl/tefs). Enquiries may be directed to Ms. Lau at 2219 4997 or via email to julielau@hku.hk.

Professor Ian Holliday
Chairman, Teaching and Learning Quality Committee
Vice-President and Pro-Vice-Chancellor
(Teaching and Learning)

cc. Members of the Teaching and Learning Quality Committee
Registrar
Director of Finance
Director of Human Resources
Chairman, TLQC Sub-Group on TEF

September 1, 2015