THE EDUCATION UNIVERSITY OF HONG KONG

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Departmental Research Fund on Honours/Capstone Project and Master's Thesis

General Guidelines for Students

1. For undergraduate programmes, each Honours/Capstone Project Supervisor is entitled to have $2,000 per student for teaching/research support in Honours/Capstone Project per academic year. For taught postgraduate programmes (excluding MEd, MTeach and EdD), each Thesis Supervisor is entitled to have $2,000 per student for teaching/research support in Master's Thesis per academic year.

2. Honours/Capstone Project and Thesis Supervisors are fully responsible and accountable for the funding control of the approved budget, keeping a clear record of all the expenditures and committing the funds according to the approved budget items.

3. Supporting Staff, including part-time RAs and student helpers, will not be supported by this fund.

4. Purchasing Procedures

4.1. Students are required to submit the petty cash form (below HK$1,000) / payment form (single purchase costing below HK$10,000 with two quotations as supporting documents and the quotation with the lower cost should be used) by themselves to make reimbursement.

4.2. Forms can be downloaded at the "Student Corner" of the HPE webpage via https://www.eduhk.hk/hpe/en/Others/Student-Login/General-Info.html.

Petty Cash Form

- ☐ Complete the form with student/project details and the assigned supervisor's signature.
- ☐ Submit the completed form with the original copy of receipts to Ms Elaine Wong in D4-2/F-03 for reimbursement.

Payment Form

- ☐ Complete the form with student/project details and the assigned supervisor's signature.
- ☐ Submit the completed form with the original copy of receipts and supporting documents to Mrs Liddy Wong in D4-2/F-01 for further processing.

4.3. Students are required to settle all invoices/reimbursement of expenses directly with the HPE General Office (D4-2/F-03) at least 10 working days before the end of the academic year. Any claims for reimbursement submitted after that will NOT be accepted and the unclaimed funding will be forfeited.

4.4. All assets including equipment acquired should be returned to the HPE General Office by end of the academic year.

5. General Expenses

5.1. Incidental expenses such as stationery, copying fees, food and beverages, souvenirs and gifts are NOT supported. Staff/students should fill in the relevant form(s) and send it to the HPE General Office if stationery and photocopying services are needed. Forms can be downloaded at the "Student Corner" of the HPE webpage via https://www.eduhk.hk/hpe/en/Others/Student-Login/General-Info.html.

5.2. Students should send a request form on laboratory-related/consumable items via their supervisor to Ms Ruby Chen, HPE Technician, in advance.

5.3. Students are required to print the poster in a printing house (e.g., Banner Shop, e-Banner). The maximum amount for each poster is capped at $150.

6. Participation Fee

6.1. As mutual support among schoolmates, no incentive or participation fee will be provided to EdUHK students.

6.2. External participants will be given cash coupon(s) at $50 each if required or deem necessary. The General Office will be responsible for coupon purchases. Staff should send the order form to the General Office at least four weeks in advance and return the participant receipt by the end of the academic year.

19 January 2024