

THE HANG SENG UNIVERSITY OF HONG KONG

**Policy on Requesting Teaching Relief for Research Projects funded by
Competitive Research Grants**

Purpose

1. This document sets out the policy guidelines governing the request for teaching relief for research projects funded by the following competitive research grants:

Research Grants	Funding Body	Who is eligible?
Faculty Development Scheme (FDS)	Research Grants Council (RGC)	Principal Investigator (PI)
Institutional Development Scheme Collaborative Research Grant (IDSC)		Project Coordinator (PC) and Co-Principal Investigator (Co-PI)
Strategic Public Policy Research Funding Schemes (SPPR)	Policy Innovation and Co-ordination Office (PICO)	PI
Public Policy Research Funding Scheme (PPR)		

Policy

2. Full-time academic staff members serving as the PI of a project or in a similar capacity are allowed to use the FDS, CRG, SPPR or PPR grants to buy out part of their teaching loads for research. PIs should make sure that their requests for teaching buyout / teaching relief are made in compliance with the requirements imposed by the University or the funding agency, whichever are more stringent. Requests for teaching relief should not exceed the cap imposed by the University or the funding agency, whichever is lower.
3. Research funding from other sources, such as research donations, sponsored research funds, research contracts, research matching grants or internal funds, should not be used for buying out teaching loads or recruitment of relief teachers.
4. PIs/PCs/Co-PIs should seek endorsement from the respective Department Head/ Associate Dean (if there is no departmental structure in the School) and Dean for their requests for teaching relief at the time of grant application.
5. The University allows full-time academic staff members to request teaching relief for a maximum of two classes (i.e. 6 hours x 14 or 15 weeks) per year over the normal project period for **each** project. At any one time, research grants for teaching relief, including those from on-going and new projects, and regardless of the funding sources and the number of projects, could be used to cover a maximum of 50% of the regular teaching load of the academic staff member concerned.

6. Teaching relief should normally be used to relieve PIs/PCs/Co-PIs of their undergraduate teaching duties only.
7. No additional teaching relief is allowed during the extended project period unless the number of teaching relief claimed within the normal project period has not yet reached the cap. For instance, if a 2-year project is extended to 2.5 years due to operational needs, the maximum number of teaching relief should be kept at 4 classes.
8. A PI/PC/Co-PI claiming teaching relief for his/her project in a semester should not be paid to teach as a relief teacher for another project or to take up any additional teaching duties within the same semester, except for teaching taught postgraduate programmes.
9. Once the teaching relief is approved, PIs/PCs/Co-PIs should discuss their teaching relief plan well in advance with their Department Head/ Associate Dean (if there is no departmental structure in the School) or the one responsible for the deployment plan so as to facilitate staff deployment and allocation of teaching duties.
10. Any deviations from this policy, which should only be in exceptional circumstances, should be submitted in written form to the Department Head/ Associate Dean (if there is no departmental structure in the School) and the School Dean for endorsement, and subsequently to PV/VPAR for approval.
11. Please refer to the following websites for the requirements imposed by the RGC and PICO to govern the funding provision for employment of relief teacher.

RGC Faculty Development Scheme

<https://www.ugc.edu.hk/doc/eng/rgc/form/FDS2.pdf>

RGC Collaborative Research Grant

https://www.ugc.edu.hk/doc/eng/rgc/form/IDS_CRG2.pdf

PICO Strategic/ Public Policy Research Funding Schemes

https://www.pico.gov.hk/en/PRFS/forms_and_guidelines.html

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12. For enquiries relating to this policy guidelines, please contact the Office of Provost and Vice-President (Academic & Research).

Email: vpar@hsu.edu.hk

Tel: 3963 5127

Office of Provost and Vice-President (Academic & Research)

January 2018

Updated in October 2021