

Application for Assigned Duty outside Hong Kong
被指派於香港以外工作申請表

This application arrangement is to record the approved duties outside Hong Kong that staff members are required to undertake as part of their work. 此安排為方便大學記錄同事履行被指派於香港以外的工作。

Please scan and submit to SCID at
least 1 week before leave starts

Part I (to be completed by Applicant) 甲部 (由申請人填寫)

Name 姓名 f3202319 Post 職位 head Faculty/School/Department/Office 學院/學系/部門 COMP

Please state the assigned duties and attach relevant document(s), if applicable
請列出被指派的工作及附上有關文件，若適用

k

Period of Work (yyyy/mm/dd) 期間：(年/月/日) From 由 2024-04-19T15:33 To 至 2024-04-21T15:33 No. of Days 總日數 2.0

(calendar days)
(以日曆天計算)

Accumulated Assigned Duty outside Hong Kong, including this application, will amount to 2.0 days for the current academic year.
包括是次申請，本學年共累積之總日數為 2.0。

Proposed arrangements for classes and other important assignments while away from campus (if applicable)
在上述期間，有關在校園內職務的安排（若適用）

Class/Assignment Details 課堂/職務詳情	Date(s)/Period 日期	Make-up Class/Other Arrangements 補課/其他安排
k	k	k

During my absence,
在上述期間，我的工作將會由

will act on my behalf. (If applicable)
代為處理。(若適用)

Signature
簽名



Date
日期 2024-04-19

Part II (to be completed by Approving Authority)* 乙部 (由有關負責人批核)*

Endorsed by
認可

Head of Academic Department/Immediate Supervisor
系主任/直屬主管

Date
日期

Approved by
批核

President and Vice-Chancellor/Vice-President/Dean/Head of Office
校長/副校長/院長/部門主管

Date
日期

* Approving guidelines 批核程序:

- A staff member should complete an Assigned Duty outside Hong Kong Application Form (HRO/ADOHK/F1) and attach details of the duties to be undertaken along with the application. 申請人須填妥被指派於香港以外工作申請表(HRO/ADOHK/F1)及連同有關文件一併遞交。
- Assigned Duty outside Hong Kong accumulated up to 21 calendar days in an academic year may be endorsed by the Head of Academic Department/immediate supervisor and approved by the Faculty/School Dean/Head of Office concerned. 在每學年內累積不超過21個曆日之被指派於香港以外工作申請，可由系主任/直屬主管認可及由院長/部門主管批核。
- Assigned Duty outside Hong Kong of more than 21 calendar days or accumulated more than 21 calendar days in an academic year may be approved by the respective Vice-President or President and Vice-Chancellor to whom the Faculty/School/Office reports. Such cases should be submitted with past approved records within that academic year. 若被指派於香港以外工作一次過超過21個曆日或在每學年內累積超過21個曆日，必須連同該學年內已批核之記錄一併呈交有關學院/部門所屬的副校長/校長待批。
- All approved applications should be forwarded to the relevant Dean's Office or Administrative Office for record. 所有獲批之申請必須遞交所屬院長室或部門存檔。