

THE UNIVERSITY OF HONG KONG

香 港



大 學

CONFIDENTIAL

Ref: SN 00097725

July 28, 2016

Mr. Kwong Matthew Wang Shun
c/o Dr. Henry Y.K. Lau
Department of Industrial and
Manufacturing Systems Engineering

Dear Mr. Kwong,

Student Research Assistant
in the Department of Industrial and Manufacturing Systems Engineering

I write to convey to you the University's offer of appointment as temporary part-time (22%) Student Research Assistant in the Department of Industrial and Manufacturing Systems Engineering on the following terms and conditions:

1. a) Your appointment shall start on August 1, 2016, shall end on August 31, 2016, and shall be subject to termination at any time during this period on 1 week's notice given by either side.
b) Notwithstanding the provisions of clause 1(a) above, you may give in writing less than the required period of notice of cessation of employment on payment to the University of a sum of money equal to one half of the gross salary which would have accrued to you during the period from the actual date of cessation of employment to the date on which your employment would have ceased had the period of notice specified in clause 1(a) been given.
2. a) Your salary shall be HK\$2,039 per month, subject to pay adjustments approved by the University, as stated below.
b) The University's policy is that staff salaries during a period of employment are subject to review by the Council of the University from time to time as it deems appropriate. Reviews may be related to performance appraisals, as well as funding priorities and budgetary factors, and may lead to pay adjustments (inclusive of a pay rise, pay freeze or pay reduction) at the University's absolute discretion.
c) General pay adjustments will not apply to this contract.
3. You shall work for not less than 8.58 hours per week (i.e. 22% of that required of a full-time appointee), with duties and working hours to be laid down by Dr. H.Y.K. Lau of the Department of Industrial and Manufacturing Systems Engineering.

THE REGISTRY (APPOINTMENTS UNIT) 教務處 (徵聘組)

POKFULAM ROAD, HONG KONG

TEL: (852) 2859 2111

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E-MAIL: apptunit@hku.hk



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Letter of Appointment - page 2 (not to be detached)

Mr. Kwong Matthew Wang Shun

4. As the total period of your appointment(s) with the University is or will be less than 60 days, this appointment is not subject to the provisions of the Mandatory Provident Fund (MPF) Schemes Ordinance. Should an extension/a re-appointment be offered in future so that the appointments are covered by the Ordinance, arrangements will be made by the University to enrol you in the MPF Scheme, unless you are an exempt person as defined in the Ordinance.

To facilitate our compliance with Sections 17J and 17K of the Immigration Ordinance, please show your Hong Kong Identity Card to your Department upon the date of your assumption of duty. Your Department will arrange to send a certified true copy of your identity document for our formal record.

If you are a new appointee, you are requested to complete and submit through the on-line system a "Personal and Family Data Form" prior to assumption of duty or as soon as you have reported for duty. It is important for you to complete this e-Form promptly to facilitate, among other things, payment of your salary. If you are a serving staff member or a re-hire who have already supplied your personal information to the University's personal database, completion of this form is not necessary. However, you can update your personal data, or notify the Personnel Unit of the Human Resource Section, Registry of any changes to the data and submit the relevant documentary proof, as appropriate, through this e-Form. Please make sure that your bank account details are up-to-date to avoid any delay in salary payment. Staff members will need a HKU Portal account to access the e-Form. Those who do not have such account can follow the instruction set out in the attached document "Instructions on Computer Account Application" to create one.

If you are willing to accept this offer of appointment, would you please sign and return to me one copy of this letter by August 8, 2016. If you do not do so, we shall assume that you are not interested in the offer, which will be withdrawn.

Yours sincerely,

Joseph Ng
for Registrar

NYK/kt

Encl. General Information Booklet
Instructions on Computer Account Application

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