FOR LC STAFF  
Useful Forms  
Please login with your SSOid and HKBU password:  
–Annual Activity Report for Academic / Teaching Staff Form (English)–Annual Activity Report for Academic / Teaching Staff Form (Chinese)–Annual Performance Review – Teaching Portfolio Template–Annual Performance Review for AT Staff – Summary–Annual Performance Review – Service Contribution Infosheet–Pre-Trip Approval Form (October 2024)– Guidelines for Writing Conference Report–Conference / Workshop / Courses Subsidy Application Form–Overseas International Conference Subsidy Application Form– Peer Support Scheme for New Teachers (PDF format)– Peer Support Scheme for New Teachers (Input Form in DOC)–Application for Absence on Duty Form–Staff Development Grant Application Form–Peer Observation Form–Teaching Relief Request for Undertaking a Teaching and Learning Research Project–HKBU PPT Templates  
–LC Framework for Quality Assurance\_Final (March 2023)–Annual Review Report Template (16 March 2023)–Formal Review Report Template (16 March 2023)  
Internal Information  
Please login with your SSOid and HKBU password:  
– LC Course Coordinator List (Credit-bearing Courses)– LC Course Coordinator List (Supplementary Courses)– LC Curriculum Structure– LC Staff List (Dec 2024)– LC Service List– LC Staff Handbook (Aug 2023)– Faculty of Arts Staff Handbook (Dec 2023)– Revised Policy for the Assessment of Student Learning (Nov 2021)– Guidelines for Project-related Teaching Relief Application– Room Booking System– Policy and Advisory Guidelines on the Use of AI in the Language Centre Courses and Programmes– Teaching Relief Incentives for New Initiatives– IT Quick Reference Guide (Aug 2024)  
Equipment for Loan  
There are camcorder, tripod for camcorder, voice recorder, notebook computer and presenter available to assist LC staff with their teaching or departmental event.  
Please contact Technicians at ext. 7263 or 7264 to check item availability and make your booking. Before pick up the equipment, please read the loan policy and conditions.  
Useful Links  
–eLearning@HKBU–eLearning Support Page (CHTL)

URL: https://lc.hkbu.edu.hk/main/main/download