

## LETTER OF APPOINTMENT

15 August 2023

Mr CUI Wenhai  
Zhongtai Securities Institute of Financial Studies  
Shandong University  
Shandong Province 250100  
P. R. of China

Dear Mr Cui

I have pleasure in offering you a temporary full-time appointment at The Hong Kong Polytechnic University (the University).

This offer of appointment is subject to your possession of a valid visa for work in the University as required under the Immigration Ordinance (Cap. 115). If you will be assigned to undertake duties in the Chinese mainland, this offer of appointment is also subject to your possession of the required visa/permit for entry to the Chinese mainland in respect of this appointment. You are also responsible for ensuring that you are lawfully employable throughout your employment with the University for performing the assigned duties in Hong Kong and in the Chinese mainland, including taking timely action to submit application for extension of stay in Hong Kong and the Chinese mainland to the Immigration Department and the China Travel Service (Hong Kong) Limited direct respectively.

The terms and conditions of service, obligations and other matters pertinent to this appointment are set out in this letter of appointment and in the University's Staff Handbook (Compensation and Benefit Model for Staff Members remunerated under New Terms), which contain the entire agreement between you and the University in relation to your employment with the University. You and the University agree that nothing in any documents issued by the University would affect the parties' rights and obligations under this letter of appointment and the University's Staff Handbook.

Post and Unit : Research Assistant in the Department of Applied Mathematics

Period of appointment : 18 September 2023 to 17 November 2023

### Salary

HK\$20,000 per month, which will be paid monthly in arrears. Whether your salary will be increased, maintained or reduced will be at the sole discretion of the University. Any adjustment of your salary will be communicated to you in writing. Salary will be subject to review in accordance with the conditions as set out in the University's Staff Handbook.

### Posting and Duties

Your posting and location of work, whether within or outside Hong Kong, shall be subject to change in accordance with the needs of the University. You will be required to perform duties as determined by the Head of your Unit or the Head's representative who reserves the right to vary your assignments and duties from time to time.

Your duties and responsibilities will be associated with the project "Statistical Inferences for Accelerated Mean Models with Panel Count Data" (B-Q89D) and as assigned and determined by Prof. Zhao Xingqiu or where appropriate by your Head of Unit or his/her representative.

Your normal working hours will not be less than 39 hours per week excluding meal breaks. Your Head of Unit or his/her representative will advise you of your work schedule. However, the nature of your job may require you to work beyond the normal working hours from time to time. In the case of research staff working on research project, he/she may also be required to carry out departmental duties up to a maximum of 6 hours per week as assigned by the Head of Unit or his/her representative.

### Mandatory Provident Fund (MPF) Scheme

If you are not an exempt person as defined under the MPF legislation, you shall participate in the University's MPF Scheme as a Basic Member. Both the University and you will contribute to the Scheme at the rate specified by relevant legislation.

### Annual Leave

In addition to the gazetted general holidays of Hong Kong, you will be entitled to an annual leave at the rate of 12 working days for each 12 months of leave-earning service or the provisions as stipulated in the Employment Ordinance (Cap. 57), whichever is the greater, subject to your completion of at least 3 months' continuous service in the University. Such leave shall be taken during the above appointment period. Any untaken leave shall lapse automatically upon expiry of the above appointment period and cannot be encashed. Please note that the annual leave can only be accumulated up to a maximum of 1.5 times of the annual leave entitlement at any one time.

### Maternity/Paternity Leave, Sick Leave and Other Benefits

For Maternity Leave or Paternity Leave, Sick Leave, and other benefits, please refer to the University's Staff Handbook for details.

### Conflict of Interest, Outside Activities and Consultancy Work

You shall declare any private interests, direct or indirect, in any matter which may compete, interfere or conflict with the interests of the University or the proper discharge of your official duties in the University. For such private interests that have existed before commencement of your appointment and shall continue after your assumption of duty, you are required to make declaration via Personnel Record Form prior to the commencement of your appointment; if you do not make any such declaration, it shall be deemed as your conscious indication that, to the best of your knowledge, no such private interests exist.

### Compliance with Rules and Regulations

You are required to fully comply with the University's rules and regulations as stipulated in the University's Staff Handbook or those promulgated by the University inclusive of any amendments thereto from time to time.

### Termination of Employment

Your appointment may be terminated by either you or the University at any time by giving the other party the required prior notice as specified below in writing or payment in lieu of such notice which will be calculated on the basis of your 12-month average wages in accordance with the provisions under the Employment Ordinance (Cap. 57).

<u>Period of appointment</u>	<u>Required period of notice</u>
Less than one month	Seven days
One month or more but less than three months	Two weeks
Three months or more	One month

### Third Party Rights

You and the University do not intend any terms of your contract of employment, including the terms in this letter of appointment and the Staff Handbook and any other document which may contain any terms (express or implied) which are incorporated into the contractual agreement between you and the University, to be enforceable under the Contracts (Rights of Third Parties) Ordinance (Cap 623).

I should be grateful if you will, as soon as possible, indicate your acceptance of this offer of appointment as well as all terms and conditions of service thereof by signing and returning to me one copy of this letter of appointment. This letter of appointment shall constitute a binding contract of employment entered into between you and the University in Hong Kong once the University has received your acceptance of the offer in Hong Kong via your signed letter of appointment or other means as agreed with the University. If, having entered into this agreement, you subsequently withdraw your acceptance prior to the date you were due to commence duty, the University reserves the right to claim damages from you for breach of contract. If I do not receive your acceptance or decision within two weeks of the date of this letter, it will be presumed that you decline the above offer.

In anticipation of your acceptance of this offer of appointment, may I extend our sincere thanks for your support given to the University.

Yours sincerely



Prof. Zhao Xingqiu  
for Head  
Department of Applied Mathematics

c.c. DoHR  
DoF  
Prof. Zhao Xingqiu, AMA

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To : Prof. Zhao Xingqiu  
Department of Applied Mathematics  
The Hong Kong Polytechnic University  
Hung Hom Kowloon  
Hong Kong

I accept this offer of appointment and agree to all the terms and conditions as set out in this letter of appointment and in the University's Staff Handbook.

Yours faithfully

Signature :

Name :

Date :

**THE HONG KONG POLYTECHNIC UNIVERSITY**

Proforma reply

To : Prof. Zhao Xingqiu  
Department of Applied Mathematics  
The Hong Kong Polytechnic University  
Hung Hom Kowloon  
Hong Kong

I understand that I am not entitled to a homeward passage to my place of domicile upon cessation of my appointment at The Hong Kong Polytechnic University.

In consideration of the University's sponsorship of my application for entry visa for taking up my appointment in Hong Kong, I hereby undertake to :-

- (a) be responsible for all expenses related to my homeward passage to my place of domicile on cessation of my appointment at the University; and
- (b) indemnify the University against any expenses that may be incurred in the event that the University is required to arrange my repatriation.

Signature : \_\_\_\_\_

Name : Mr CUI Wenhai

Post : Research Assistant

Department : Department of Applied Mathematics

Date : \_\_\_\_\_

### Checklist of documents for your completion / reference

- ✓ Letter of appointment (in duplicate <sup>[Note 1]</sup>)
- ✓ Visa/entry permit application form(s)  
*The application form and guidance notes on application for visa/entry permit for the Hong Kong Special Administrative Region (HKSAR) are also available on web:*  
<http://www.immd.gov.hk/eng/index.html>
- ✓ Checklist of forms and documents to be submitted for visa application
- ✓ Undertaking in relation to repatriation passage (for non-local staff only)
- ✓ On-line personnel record form (for full-time/part-time new appointees) <sup>[Note 2]</sup> and Mandatory Provident Fund (MPF) Enrolment form (please fill in the MPF form if applicable)  
*To be completed via the PolyU internet:*  
[https://www40.polyu.edu.hk/hrchris/appt\\_ft/person\\_record\\_logon.jsp](https://www40.polyu.edu.hk/hrchris/appt_ft/person_record_logon.jsp)  
**[For those rejoining the PolyU service, data previously provided to the PolyU will be shown through this link. Only blank data field(s) require(s) input.]**

### OR

- ☐ Personnel record form [hard copy] (applicable to part-time new appointees only) <sup>[Note 2]</sup> and Mandatory Provident Fund (MPF) Enrolment form to be completed (please fill in the MPF form if applicable) via the PolyU internet: [https://www.polyu.edu.hk/hro/docdrive/new\\_staff\\_info](https://www.polyu.edu.hk/hro/docdrive/new_staff_info)
- ☐ On-line Staff Handbook [Compensation and Benefit Model for Staff Members remunerated under New Terms] and Mandatory Provident Fund (MPF) Enrolment Information  
*Accessible via the PolyU internet:*  
[https://www40.polyu.edu.hk/hrchris/appt\\_ft/person\\_record\\_logon.jsp](https://www40.polyu.edu.hk/hrchris/appt_ft/person_record_logon.jsp)
- ☐ Others:

### Notes:

1. Except appointment letter for part-time Student Assistant
2. This form collects important information in connection with your appointment. Please complete and return it to the Human Resources Office as soon as possible but **NOT later than one month before your assumption of duty.**

*If the completed personnel record form and a recent photo of yourself reach the Human Resources Office 2 working days before the date of your assumption of duty, your staff card will be ready for you on the first day of your assumption of duty.*