

**Rules of Procedures**  
**for**  
**the University Grants Committee**

**(July 2020 Edition)**

## Rules of Procedures for the University Grants Committee

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# **Rules of Procedures for the University Grants Committee**

## **GENERAL**

The University Grants Committee (UGC) is committed to good governance. These Rules of Procedures (RoP) have been drawn up to facilitate the achievement of good governance of the Committee.

### **1. Definition**

1.1 In these RoP, unless otherwise specified -

1.1.1 “C, UGC” means the Chairman of UGC;

1.1.2 “C, RGC” means the Chairman of the Research Grants Council (RGC);

1.1.3 “C, QAC” means the Chairman of the Quality Assurance Council (QAC);

1.1.4 “sub-committee” means any sub-committees/groups/panels/task forces/working groups formed under UGC/RGC/QAC (at **Annex A**);

1.1.5 “Convenor” means the convenor of a sub-committee;

1.1.6 “SG” means the Secretary-General of UGC;

1.1.7 “meeting” means any meeting of UGC/RGC/QAC or the sub-committees;

1.1.8 “Meeting Chairman” means the person presiding at the meeting of UGC/RGC/QAC or the sub-committees;

1.1.9 “Members” shall include C, UGC/C, RGC/C, QAC/ Convenor as appropriate, and the ex-officio members, co-opted members as well as all other members of UGC/RGC/QAC or the sub-committees;

1.1.10 “Secretary” means the secretary of UGC/RGC/QAC or the sub-committees as appropriate;

1.1.11 “clear days” exclude the day on which notice is given/document is issued and the day of the meeting and also exclude Sundays and other Public Holidays; and

1.1.12 “majority” of Members means half of the total number of Members plus one.

## **2. *Applicability***

2.1 These RoP shall apply to all meetings of UGC/RGC/QAC and the sub-committees unless otherwise specified. See also paragraph 24.1 below.

## **3. *Authority to Make Additional Rules***

3.1 UGC/RGC/QAC or the sub-committees under delegated authority where applicable may draw up and promulgate additional rules or guidelines for the conduct of their respective business. A record of such rules will be maintained by the Secretary of UGC/RGC/QAC or the sub-committees.

## **4. *Language***

4.1 English is normally used at meetings of UGC/RGC/QAC and the sub-committees, except joint meetings with other funding agencies in which case the language to be used will be decided by the Meeting Chairman.

4.2 If agreed by all Members present at the meetings, Chinese (Cantonese/Putonghua) may also be used.

## **5. *Disclosure of Matters Discussed at Private Sessions and in Confidential or Restricted Documents***

5.1 No Member or any person attending the meetings by invitation shall make disclosure of the contents of any discussion or document to which he/she has had access in his/her capacity as a Member or a person invited to attend or view such meetings, or of any matter discussed at private sessions of UGC/RGC/QAC or the sub-committees, unless that document shall have been passed for publication or public disclosure, or the Member or the person(s)

invited to attend such meetings shall have previously obtained the permission of the Meeting Chairman for such disclosure.

- 5.2 No Member of UGC/RGC/QAC or the sub-committees, or any officer of the UGC/RGC/QAC Secretariat, or any other person who holds a copy of a confidential or restricted document made available by UGC/RGC/QAC or the sub-committees shall disclose its content while the document remains confidential or restricted.
- 5.3 The spokesman for UGC/RGC/QAC is C, UGC, C, RGC and C, QAC correspondingly, or any person specified by C, UGC/C, RGC/C, QAC. The spokesmen of the sub-committees are the Meeting Chairmen or any person specified by the respective Meeting Chairman. If other Members of UGC/RGC/QAC or the sub-committees choose to speak to the press, media or the public, they should speak in their personal capacity rather than speaking on behalf of UGC/RGC/QAC or the sub-committees concerned.

## **6. *Registration of Interests***

- 6.1 The system of registration of interests for Members of UGC/RGC/QAC and the sub-committees is stipulated in the relevant UGC guidelines at **Annex B**.
- 6.2 A Member should register his/her interests, pecuniary or otherwise, including any declarable interests of dependents, such as spouse, parents, and children under 18 years of age, using the form at **Annex C**, in writing to the corresponding Secretary within 30 days of his/her appointment or re-appointment, and thereafter between 1 to 30 April in every ensuing year.
- 6.3 If there are changes to the particulars of a Member's registrable interests during the year, he/she should report such changes to the corresponding Secretary within 21 days of any changes.
- 6.4 A Member's registration of interests should include –
  - (a) Proprietorships; partnership or directorships of companies (Hong Kong companies and those outside Hong Kong), public or private;
  - (b) Remunerated employments, offices, trades, professions or vocations;

- (c) Affiliations (with or without remuneration) with education bodies in Hong Kong, *e.g.* higher education institutions, educational organisations, committees on education related matters *etc.*;
  - (d) Shareholdings in companies, public or private (including nominal value of 1% or more of the company's issued share capital); and
  - (e) Other declarable interests (including those of dependents such as spouse, parents, and children under 18 years of age).
- 6.5 In general, declaration forms of Members received should be considered by the Meeting Chairman concerned. Details are at **Annex B**.
- 6.6 A register of Member's interests should be kept by the UGC/RGC/QAC Secretariat, and Members' declaration forms should be made available for inspection on request by any member of the public.
- 6.7 No Member shall appear before UGC/RGC/QAC or the sub-committees in relation to any matter in a capacity for which he/she is to receive a fee or award. This prohibition applies irrespective of whether the Member acts for or on behalf of UGC/RGC/QAC or the sub-committees or otherwise.

## ***7. Declaration of Interests on Matters under Consideration by Members***

- 7.1 If a Member has an interest in any matter under consideration, including assessment of grant applications, either by circulation of paper or by discussion at a meeting of which he/she is a Member, he/she must, as soon as practicable after he/she has become aware of it, disclose to UGC/RGC/QAC or the sub-committee, as the case may be, the nature of that interest.
- 7.2 If a Member knows that the organisation in or with which he/she is working or is otherwise associated intends to or will bid for an assignment, or is supplying/will supply goods or is providing/will provide paid services under an assignment, and the matter of that assignment is under consideration either by circulation of paper or by discussion at a meeting of which he/she is a Member, he/she must, as soon as practicable after he/she has become aware of it, disclose that fact to UGC/RGC/QAC or the sub-committee, as the case may be. For the purpose of this, such a fact is treated the

same as if the Member has a direct conflict of interest, and disclosure of the fact is treated as a declaration of interest.

- 7.3 If a Member declares an interest at the meeting, the Meeting Chairman should decide whether the Member concerned may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.
- 7.4 All cases of declaration of interests made at meetings shall be recorded in the notes of the meeting. Declarations of interests other than those made at meetings shall be recorded in the relevant grant processing system or meeting documents.

## **8. *Interests Known Prior to Circulation of Discussion or Presumption Paper***

8.1 If it is known to C, UGC/C, RGC/C, QAC/Convenor that a Member has an interest as defined in RoP Sections 6 and 7 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated -

- (a) C, UGC/C, RGC/C, QAC/Convenor should decide whether circulation of the paper to the Member concerned should be withheld. If so, the Secretary should inform the Member concerned of the decision of C, UGC/C, RGC/C, QAC/Convenor in writing, with a copy to C, UGC/C, RGC/C, QAC/Convenor. The Member so informed should not attend that part of the meeting at which the relevant item is discussed.
- (b) For discussion of the paper at the meeting, any such case of known interest should be made known to the meeting at its beginning. The meeting should also be informed of the relevant action taken.

## **9. *Interests Known After Circulation of Discussion Paper but Prior to the Meeting at Which the Paper Will be Discussed, or After Circulation of the Presumption Paper to Members but Prior to the Presumption Date***

9.1 If a Member is in receipt of a discussion or presumption paper for discussion which he/she knows presents a direct conflict of interest, he/she should inform the Secretary as soon as possible prior to the meeting. The Secretary should bring this to the attention of the Meeting Chairman.



- 9.2 For a discussion paper, any such case of known interest should be made known to the meeting at its beginning. The Meeting Chairman should decide whether the Member having an interest may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.
- 9.3 For a presumption paper, C, UGC/C, RGC/C, QAC/Convenor should decide whether the Member having an interest may give views or vote on the matter under consideration. The Secretary should inform the Member of the decision in writing, with a copy to C, UGC/C, RGC/C, QAC/Convenor.

## **10. *Conflict of Interests Involving a Meeting Chairman***

- 10.1 If it is known to SG that C, UGC/C, RGC/C, QAC/Convenor has an interest as defined in RoP Sections 6 or 7 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated, SG should decide whether circulation of the paper to the Meeting Chairman concerned should be withheld. If so, SG should put in writing to C, UGC/C, RGC/C, QAC/Convenor informing him/her of the decision. C, UGC/C, RGC/C, QAC/Convenor so informed should not preside or attend that part of the meeting at which the relevant item is discussed.
- 10.2 If it is known to the UGC/RGC/QAC Secretariat that a Meeting Chairman other than C, UGC/C, RGC/C, QAC/Convenor has an interest as defined in the RoP Sections 6 or 7 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated, C, UGC/C, RGC/C, QAC/Convenor should decide whether circulation of the paper or part of the paper to the Meeting Chairman concerned should be withheld. If so, the Secretary should inform the Meeting Chairman concerned in writing with a copy to C, UGC/C, RGC/C, QAC/Convenor. The Meeting Chairman so informed should not preside or attend that part of the meeting at which the relevant item is discussed.
- 10.3 If C, UGC/C, RGC/C, QAC/Convenor, as the case may be, declares an interest at the meeting, the Members present should decide whether C, UGC/C, RGC/C, QAC/Convenor should temporarily relinquish the chairmanship to SG or the most senior Member present who has no conflict of interest for the discussion of the item

concerned.

- 10.4 In the event of paragraph 10.3 above, the temporary meeting chairman should decide whether C, UGC/C, RGC/C, QAC/Convenor having an interest may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members at the meeting other than the chairman having an interest should decide by voting.

## **11. *Responsibility for Order***

- 11.1 The Meeting Chairman shall be responsible for the observance of these RoP at the meeting and his/her ruling upon any point of order or the admissibility of a personal explanation shall not be open to discussion or appeal, and shall not be reviewed by UGC/RGC/QAC or the sub-committee except upon the request of the majority of Members present at the meeting.
- 11.2 Whilst discussions at meetings should be open and constructive, once decisions have been reached by the meeting, Members should respect the principle of collective responsibility and should not criticise the decisions reached.
- 11.3 If at a meeting any Member misconducts himself/herself by persistently disregarding the ruling of the Meeting Chairman, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the meeting, the Meeting Chairman may either, after warning, order that Member to leave the meeting, or adjourn or suspend the meeting for such period as he/she, in his/her discretion, shall consider expedient.
- 11.4 A Member who is ordered under paragraph 11.3 to leave the meeting shall forthwith withdraw. The Meeting Chairman may direct such steps to be taken as are required to enforce the order of the meeting.

## **UGC/RGC/QAC AND SUB-COMMITTEES**

### **12. Meetings of UGC/RGC/QAC and Sub-committees**

#### **12.1 Scheduled Meetings**

- 12.1.1 The regular meetings of UGC/QAC are held three times a year, on a day and at a time to be fixed by UGC/QAC.
- 12.1.2 The regular meetings of RGC are held twice a year, on a day and at a time to be fixed by RGC.
- 12.1.3 As sub-committees are set up for particular purposes, the meetings are held on a need basis.
- 12.1.4 To facilitate Members' forward planning, the schedule for the UGC/RGC/QAC meetings in the next year will be issued in advance.

#### **12.2 Special Meetings**

- 12.2.1 C, UGC/C, RGC/C, QAC may convene special meetings of UGC/RGC/QAC at any time on a need basis.

#### **12.3 Voting on Decision**

- 12.3.1 Normally all matters coming before a meeting shall be determined by a consensus of the Members present.
- 12.3.2 If the Meeting Chairman considers voting necessary for determining the majority view, he/she may order a vote by show of hands, ballot (anonymous or otherwise) as he/she sees fit. The majority of votes of those Members present and voting shall determine the matter. The Meeting Chairman shall have a vote on all such matters unless otherwise specified in the relevant meeting documents.

#### **12.4 Attendance**

- 12.4.1 At all meetings, C, UGC/C, RGC/C, QAC/Convenor, or in his/her absence, SG, or in the absence of both of them, the most senior Member present (on the agreement of the majority of Members present) shall preside.

- 12.4.2 For the effective operation of UGC/RGC/QAC and the sub-committees, Members shall make effort to attend the respective meetings. Any Member who is unable to attend a meeting in-person cannot send a delegate and shall inform the Secretary as early as possible of his/her inability to attend. Members joining meetings via video-conference or tele-conference are deemed to be present at the meetings. Members joining part of the meeting are also deemed to be present at the meeting. The UGC/RGC/QAC Secretariat will update the record of Members' attendance after each UGC/RGC/QAC meeting, and issue a copy of the record on attendance in the past 12 months to the corresponding Members. To enhance transparency and accountability to the public, the record of attendance at UGC/RGC/QAC meetings in the previous calendar year is published on the UGC/RGC/QAC website.
- 12.4.3 C, UGC/C, RGC/C, QAC/Convenor may invite the attendance of any Member of UGC/RGC/QAC or the sub-committees, or any other person to a meeting. In such circumstances, the invited Member or other person shall not be considered a Member of UGC/RGC/QAC or the sub-committee, and shall not vote. An invited person may be asked to leave the meeting when consideration of the matter to which he/she is invited to partake is completed or at such time as the Meeting Chairman deems appropriate.

### **13. *Notice of Meeting***

- 13.1 UGC/RGC/QAC meetings are fixed before the beginning of a calendar year via a UGC/RGC/QAC information paper. Should there be a need to call a special meeting, to make changes to the date of a meeting or to cancel a meeting, notice shall be given by the Secretary to each Member at least four clear days before the day of meeting, except with the permission of C, UGC/C, RGC/C, QAC, in which event, the longest possible notice shall be given.
- 13.2 As meetings of sub-committees are held on a need basis, should there be a need to call a meeting, notice shall be given by the Secretary to each Member at least one calendar month before the day of meeting, except with the permission of the Convenor, in which event, the longest possible notice shall be given. Should there be a need to make changes to the date of a meeting or to cancel

a meeting, notice shall be given by the Secretary to each Member at least four clear days before the day of meeting, except with the permission of the Convenor, in which event, the longest possible notice shall be given.

- 13.3 If a Member wishes to place on the agenda of a meeting an item for discussion, he/she should notify the Secretary in writing at least twelve clear days before the meeting. The period of such notice shall not be shortened except with the permission of the Meeting Chairman.
- 13.4 The Secretary shall, except with the permission of the Meeting Chairman, issue the agenda of the meeting to each Member of the meeting at least four clear days before the meeting. The agenda of any meeting shall be approved by the Meeting Chairman prior to issue.

#### **14. *Issue of Papers***

- 14.1 The Secretary shall, except with the permission of C, UGC/C, RGC/C, QAC/Convenor, issue papers to be discussed in a meeting to Members at least four clear days before the meeting.
- 14.2 If a Member wishes to submit written statements or proposals in connection with any item for discussion in a meeting, such written statements or proposals should reach the Secretary at least two clear days before the meeting. The Secretary shall, with the permission of C, UGC/C, RGC/C, QAC/Convenor, arrange for such submissions to be sent to Members by email in the first instance or to be tabled at the meeting for discussion. C, UGC/C, RGC/C, QAC/Convenor may, at his/her discretion, dispense with the advance notice requirement.
- 14.3 The Secretary shall, except with permission of the Meeting Chairman, circulate the draft notes of the meeting to each Member of the meeting within one calendar month of the meeting. Members should provide their comment(s), if any, in writing to the Secretary within two calendar weeks. The Secretary should arrange for any written comments received, with the permission of C, UGC/C, RGC/C, QAC/Convenor, to be tabled at the next meeting for discussion. Upon confirmation of the notes at the next meeting, the Secretary shall, except with permission of the Meeting Chairman, issue the confirmed notes to each Member of the meeting within five clear days.

- 14.4 Members of UGC will receive the confirmed notes, agendas and papers of all sub-committee meetings under UGC, except those on subjects which the Member has a conflict of interest with.
- 14.5 Members of the sub-committees who are not Members of UGC/RGC/QAC will only receive papers of the sub-committee concerned to which they have been appointed as Members. The Meeting Chairman may decide to copy a paper or part of a paper to a sub-committee on a need basis.

## **15. Quorum**

- 15.1 At any meeting, half of the total number of Members (or non-local Members in the case of Hong Kong PhD Fellowship Scheme Selection Panels) plus one shall form a quorum. Conduct of business at a meeting should not commence before a quorum is present.
- 15.2 At any meeting, for the discussion on items under which Member(s) are excused due to, *e.g.* conflict of interest, the quorum shall be based on those Members considered to have no conflict of interest with the item. Half of the total number of those Members plus one shall form a quorum.
- 15.3 If a quorum is not present within thirty minutes after the time appointed for the meeting, the meeting shall be convened on another date to be decided by the Meeting Chairman.
- 15.4 The waiting time at paragraph 15.3 above can be extended by a maximum of thirty minutes subject to the agreement of the Meeting Chairman and the majority of Members present.
- 15.5 Under special circumstances and subject to the agreement of the Meeting Chairman and the majority of Members present, the meeting may be convened in the absence of a quorum. Consent of all Members should be sought afterwards by presumption paper to accept that such meeting and any decisions made by it are valid. Reasons for convening the meeting in the absence of a quorum and Members' consent sought should be properly recorded in the notes of meeting.

## **16. Order of Business**

- 16.1 The order of business at any meeting shall be –
- (a) to approve the notes of the last meeting as a correct record;
  - (b) to deal with matters arising from the notes of the previous meeting;
  - (c) to consider and, where appropriate, decide on the recommendations put forward by –
    - (i) the sub-committees;
    - (ii) the UGC/RGC/QAC Secretariat; and/or
    - (iii) individual Members of UGC/RGC/QAC or the sub-committees; and
  - (d) any other business on the agenda.
- 16.2 This order of business may be varied with the consent of C, UGC/C, RGC/C, QAC/Convenor/Meeting Chairman or the majority of Members present at a meeting.
- 16.3 With the consent of the majority of Members present at a meeting, matters may be raised by the Meeting Chairman or any Member at a meeting without the papers having been so circulated.

## **17. Conduct of Business**

- 17.1 UGC/RGC/QAC and the sub-committees may deal with matters submitted to them for decision either by circulation of papers or by discussion.
- 17.2 In the case of seeking Members' decision by circulation of papers, if no written objection is received from any Member before the expiry of the presumption period, the proposal(s) in the paper shall be deemed as approved on the last day of the presumption period.
- 17.3 Any Member of UGC/RGC/QAC or the sub-committees may request discussion of a matter raised in a paper issued by circulation and, subject to the view of C, UGC/C, RGC/C, QAC/Convenor/Meeting Chairman, such discussion shall be arranged by the Secretary either at the next regular meeting or a meeting specially arranged for that purpose. Members' request for discussion should be made in writing to the Secretary.

- 17.4 A Member who wishes to seek clarification or further information about a matter under presumption should do so in writing to the Secretary, and should indicate whether he/she is objecting to the matter on which clarification or further information is being sought.
- 17.5 C, UGC/C, RGC/C, QAC/Convenor should be informed of a Member's objection or request for discussion by the Secretary as soon as possible. He/she should have the power to decide whether there should be a meeting to discuss the points made in an objection, or to circulate by presumption the objection, as well as the Secretariat's response before UGC/RGC/QAC or the sub-committee reaches a decision. If no further objection or request for discussion from Members is received, approval of the paper will be presumed.

## **18. *Suspension and Adjournment of Meetings***

- 18.1 At a meeting, the Meeting Chairman may, with the consent of the majority of Members present, suspend or adjourn the meeting at any time.

## **19. *Appointment of Sub-committees***

- 19.1 UGC/RGC/QAC may appoint sub-committees and lay down the terms of reference of such sub-committees. Sub-committees shall be constituted in such a manner as decided by UGC/RGC/QAC and may include Members of UGC/RGC/QAC and other persons. Sub-committees so appointed shall report direct to UGC/RGC/QAC or in a manner as decided by UGC/RGC/QAC.
- 19.2 The sub-committees (as parent bodies) may further appoint other sub-committees and lay down the terms of reference of such sub-committees. The sub-committees further appointed shall be constituted in such a manner as decided by the parent body and may include Members of the parent body and other persons. Sub-committees so appointed shall report to the parent body which appointed them.
- 19.3 An ad hoc sub-committee should, as soon as it has completed its mission, report to UGC/RGC/QAC or the parent body, or in a manner as decided by UGC/RGC/QAC or the parent body, and the ad hoc sub-committee should thereupon be dissolved.



## **20. *Holding of Joint Meeting***

- 20.1 A joint meeting of UGC/RGC/QAC or sub-committees may be convened to deal with any matter affecting them.
- 20.2 The Meeting Chairman of the joint meeting shall be appointed by the C, UGC/C, RGC/C, QAC as appropriate, and shall be one of the Meeting Chairmen concerned.

## **21. *Meetings of Sub-committees***

- 21.1 Any matter may be referred to a sub-committee by C, UGC/C, RGC/C, QAC/Convenor of the parent body if it is within the terms of reference of the sub-committee to consider it.

## **22. *Recommendation and Acts of Sub-committees***

- 22.1 The recommendation of a sub-committee shall be put to the parent body or in a manner as decided by the parent body which appointed it for approval, unless the sub-committee has delegated authority from UGC/RGC/QAC or the parent body for the execution of certain specific functions.
- 22.2 No act of a sub-committee shall have effect until approved by or in a manner as decided by the parent body which appointed it.

## MISCELLANEOUS

### ***23. Arrangements During Tropical Cyclones and Rainstorms***

- 23.1 Any meeting of the UGC/RGC/QAC and its sub-committees will be cancelled, if the Black Rainstorm Warning or Tropical Cyclone Warning Signal No. 8 or above is still in force two hours before the meeting starts or any other time as specified by the Meeting Chairman. The secretary of the meeting concerned shall separately announce follow-up arrangements arising from the cancellation of the meeting.
- 23.2 C, UGC/C, RGC/C, QAC/Convenor shall decide whether to adjourn or continue with the meeting if the Black Rainstorm Warning or Tropical Cyclone Warning Signal No. 8 or above is hoisted during the meeting.

### ***24. Variation, Revocation, Suspension and Addition of the RoP***

- 24.1 UGC may approve any variation, revocation, suspension and addition of RoP. Notwithstanding, RGC/QAC may make any variation, revocation, suspension and addition to the parts of RoP that relate solely to the business of itself. The changes so made by RGC/QAC should be reported to UGC for record. See also Section 3 above.

### ***25. Procedures for Matters not Provided for in RoP***

- 25.1 If there is any matter not provided for in these RoP, the practice and procedure to be followed by UGC/RGC/QAC and the sub-committees shall be such as may be decided by C, UGC/C, RGC/C, QAC/Convenor.

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**List of Sub-committees formed under UGC/RGC/QAC  
(as at 2 July 2020)**

**Appointed by UGC -**

- General Affairs and Management Sub-committee
- Research Group
- Strategic Sub-committee
- Sub-group on Planning Exercise
- Task Force on the Bachelor of Veterinary Medicine Programme of CityU
- Working Group on Fellowship Scheme for Students of Taught Postgraduate Programmes

Under Research Group –

- Research Assessment Exercise Group
- Working Group on the Review of the Research Portion

Under Research Assessment Exercise Group –

- Working Group on Research Assessment Exercise Electronic System

**Appointed by RGC –**

*Overseeing policies of research funding schemes -*

- Major Projects Steering Committee
- Hong Kong PhD Fellowship Scheme (HKPFS) Steering Committee
- Steering Committee on Competitive Research Funding for the Self-financing Degree Sector
- Steering Committee on Research Themes and Topics

*Evaluating research funding applications (Note)-*

- Areas of Excellence Selection Panel
- Assessment Panel for Competitive Research Funding Schemes for the Local Self-financing Degree Sector
- Collaborative Research Fund Committee
- Humanities and Social Sciences Prestigious Fellowship Scheme Selection Committee
- Humanities, Social Sciences and Business Studies Selection Panel of

HKPFS and RGC Postdoctoral Fellowship Scheme (PDFS)

- Humanities, Social Sciences and Business Studies Selection Panel of RGC Research Fellow Scheme (RFS) and RGC Senior Research Fellow Scheme (SRFS)
- Selection Committee for the National Natural Science Foundation of China / RGC Joint Research Scheme
- Science, Medicine, Engineering and Technology Selection Panel of HKPFS and RGC PDFS
- Science, Technology, Engineering and Mathematics Selection Panel of RGC RFS and RGC SRFS
- Subject Panels (one pool for individual research schemes and another pool for Joint Research Schemes) -
  - Biology and Medicine Panel
  - Business Studies Panel
  - Engineering Panel
  - Humanities and Social Sciences Panel
  - Physical Sciences Panel

Under Engineering Panel for individual research schemes -

- Computer Science, Information Technology and Electrical and Electronic Engineering Sub-panel
- Civil Engineering, Surveying, Building & Construction and Mechanical, Production & Industrial Engineering Sub-panel

Under Humanities and Social Sciences Panel for individual research schemes -

- Psychology and Linguistics Sub-panel
  - Social and Behavioural Sciences Sub-panel
  - Humanities and Arts Sub-panel
  - Education Sub-panel
- Theme-based Research Scheme Selection Panel
  - Research Impact Fund Committee

(*Note:* The latest calls for proposals under RGC funding schemes are available on the RGC website.)

*Monitoring and assessing on-going and completed projects -*

- Monitoring and Assessment Panels for Theme-based Research Scheme
- Monitoring and Assessment Panels for Areas of Excellence Scheme
- Monitoring and Assessment Panel for Competitive Research Funding Schemes for the Local Self-financing Degree Sector

Under Monitoring and Assessment Panel for Competitive Research Funding Schemes for the Local Self-financing Degree Sector –

- Monitoring and Assessment sub-groups

*Handling alleged misconduct cases -*

- Disciplinary Committee (Investigation)

Under Disciplinary Committee (Investigation) –

- Investigation Working Group

- Disciplinary Committee (Appeal)

Under Disciplinary Committee (Appeal) –

- Appeal Board

*Ad-hoc sub-committee –*

- Collaborative Research Review Working Group

**UNIVERSITY GRANTS COMMITTEE**

**Declaration of Interest by Members**

Members of UGC, RGC, QAC and sub-committees formed under UGC/RGC/QAC are required to declare interest on their first appointment, reappointment or significant change of circumstances; and thereafter on an annual basis. Furthermore, the following principles should apply:

- a) The declaration of interest should be two-tiered. That is, full declaration according to standard format should be made on first appointment, reappointment or significant change of circumstances; and thereafter on an annual basis. At the second tier, it will be incumbent upon the member to declare interest whenever he/she sees a reason to, on a case by case basis (*e.g.* when particular issues are to be addressed).
- b) At the first tier, declarations of Members will be considered by C, UGC/C, RGC/C, QAC/the corresponding Convenor of the sub-committee. Declarations of Convenors of sub-committees will be considered by C, UGC/C, RGC/C, QAC/the Convenor of the parent body which appoints the sub-committee concerned. Declarations of C, RGC and C, QAC will be considered by C, UGC. Declarations of C, UGC will be considered by SG.
- c) At the second-tier, declarations of Members will be considered by the Meeting Chairman concerned. When a conflict of interest is declared, the respective Meeting Chairman shall decide on whether the Member may speak or vote on the matter, remain in the meeting as an observer or withdraw from the meeting altogether. SG can advise according to general government practice and precedents.
- d) If the Meeting Chairman declares an interest in a matter under consideration, it will be for the meeting to decide whether the interest is material to an extent that the meeting should be temporarily taken over by SG or the most senior Member present for the discussion of the item. This person chairing the meeting will exercise the prerogative of the Meeting Chairman under (c) above, deciding on the degree of participation allowed.

\* \* \* \* \*

**Register of Interests**

(Name) \_\_\_\_\_ requests that interests as listed below should be included in the Register of Members' Interests.

- A. Proprietorships; partnership or directorships of companies (Hong Kong companies and those outside Hong Kong), public or private
  
- B. Remunerated employments, offices, trades, professions or vocations
  
- C. Affiliations (with or without remuneration) with education bodies in Hong Kong, e.g. higher education institutions, educational organisations, committees on education related matters etc.
  
- D. Shareholdings in companies, public or private  
(including nominal value of 1% or more of the company's issued share capital)

E. Other declarable interests (including those of dependents such as spouse, parents, and children under 18 years of age)

Signed : \_\_\_\_\_

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

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Considered by : \_\_\_\_\_ Signed : \_\_\_\_\_

Date: \_\_\_\_\_  
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**Notes**

- *Please continue on a separate sheet if necessary.*
  - *Please return the completed form to the University Grants Committee (UGC)/Research Grants Council (RGC)/Quality Assurance Council (QAC) Secretariat either by post (7/F, Shui On Centre, 6-8 Harbour Road, Wanchai, Hong Kong) or by fax ((852) 2845 1596) or by email [insert email address].*
- *Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).*
- *Use of Personal Data: Personal Data provided in this form will be retained by the UGC/RGC/QAC Secretariat for maintaining the register of members' interests. The information provided in this form may be disclosed to the public in connection with your appointment as a member/the chairman of the committee or sub-committee concerned.*
- *Access to Personal Data: You have the right to (a) obtain a printed copy of your personal data held by UGC/RGC/QAC; and (b) request the correction of your personal data.*
- *Enquiry: All enquiries concerning the personal data collected in this form or the form itself should be addressed to Departmental Secretary, University Grants Committee Secretariat, 7/F, Shui On Centre, 6-8 Harbour Road, Wanchai, Hong Kong. (Telephone: 2524 3987/email address: ugc@ugc.edu.hk)*