

本署檔號 OUR REF.: UGC/GEN/233/35/2016

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22 November 2019

[Similar Letters to Heads of Universities]

Dear President/Vice-Chancellor,

**Research Assessment Exercise 2020  
Revised Submission Timetable**

I am writing to announce that the University Grants Committee (UGC) has decided to extend the submission deadlines for the Research Assessment Exercise (RAE) 2020 by two weeks.

Arising from the latest situation in Hong Kong, in particular the closures of some university campuses recently, we have received requests for extension of the RAE 2020 submission deadlines. Having considered the difficulties faced by university colleagues as well as the RAE 2020 schedule, we have decided to extend the submission deadlines by two weeks. Universities are now requested to submit the following materials and data in accordance with the extended dates shown below –

<b>From 2 December 2019 to 16 December 2019</b>	<ul style="list-style-type: none"><li>• A list of all eligible academic staff for each unit of assessment as per paragraph 4.2 (a) of the Guidance Notes (GN)</li><li>• A list of full-time academic staff wholly funded by the university proper for degree or higher degree work within Staff Grades of “A” to “I” (as at the census date of 30 September 2019) who are not reported in the list of eligible academic staff as per paragraph 4.2 (b) of the GN</li></ul>
<b>From 16 December 2019 to 30 December 2019</b>	<ul style="list-style-type: none"><li>• Research Strategy Statement of the university as per paragraph 2.17 and <u>Appendix B</u> of the GN</li><li>• Full version of research outputs and information required on research outputs as per section V of the GN</li><li>• Information required on research impact including impact overview statement and impact case study(ies) as per section VII, <u>Appendices G and H</u> of the GN</li><li>• Information required on research environment including environment overview statement and related data as per section X, <u>Appendices I and J</u> of the GN</li></ul>

The closing dates and times of the RAE Electronic System will be extended accordingly and all physical submissions should reach the UGC Secretariat no later than **5:30pm** Hong Kong time on **30 December 2019**. Late submission will not be accepted.

In view of the tight schedule of the RAE 2020, I hope you would appreciate that further extension of the submission timetable would not be practical. If your university can submit before the new deadlines, please submit as early as possible to avoid last-minute congestion at the end of December. If your colleagues have any enquiries, please do not hesitate to contact our RAE Team –

- (a) Mr Cyprian Chan, Assistant Secretary-General (Research) 2  
(email: cyprianchan@ugc.edu.hk / tel.: 2844 9916);
- (b) Ms Becky Yu, Senior Research Administrator (RAE) 1  
(email: byu@ugc.edu.hk / tel.: 2844 9917);

- (c) Mr Calvin Chan, Senior Research Administrator (RAE) 2  
(email: calvinchan@ugc.edu.hk / tel.: 3793 4146);
- (d) Mr Frederick Liu, Senior Research Administrator (RAE) 3  
(email: fliu@ugc.edu.hk / tel: 3793 4147); or
- (e) Mr Alex Chan, Systems Manager (RAE)  
(email: achan@ugc.edu.hk / tel.: 3793 4148).

Thank you again for the support from your university in the implementation of the RAE 2020, especially during such a challenging time for Hong Kong.

Yours sincerely,

[signed]

(Professor James Tang)  
Secretary-General