THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

OVERSEAS VISITS FOR NON-ACADEMIC STAFF

Program Report

Note: (1) Parts I to II should be completed by the sponsored staff member for overseas visit and Part III by the Head of Department.
(2) The completed Report should reach the relevant approving authority via the Head of Department not later than one month on completion of the program.

I. Personal Particulars

1. Name: ____________________________ 2. Post: ____________________________
3. Dept/Office: _______________________

II. Program Details

1. Title of Program: ____________________________
2. Organizing Institution(s): ____________________________
3. Duration: From _____________ to _____________
4. Program Fee (if applicable): HK$
   Other Costs (please specify): $
   $
   Total: HK$
5. Study Leave granted (if applicable): From _____________ to _____________
   Total _____________ days

6. Please give a concise description of the Program, including the program objective, structure and contents, and attach any relevant information as appropriate.
7. In what way is the course relevant to your present duties and in what way have you benefited from the Program?

8. Will you recommend the Program to other members of the University?

   Yes  ☐  What grades of staff? ________________________________

   No  ☐  Reasons ________________________________
       ________________________________

________________________________________  ____________________________
Date                                      Signature of Staff Member

III. Head of Department’s Comments

________________________________________  ____________________________
Date                                      Signature of Head of Department